**KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS**

**JOB DESCRIPTION – Caretaker**

| Grade: | Point 5 NJC - £18,795 |
| Hours: | Full Time position - 36.5 hours per week. *Monday - Thursday 6:00am – 2:00pm, Friday 6:30am – 1:30pm* Inc. 30min unpaid lunch break (may include additional hours to support the needs of the school, evenings and weekends). |
| Responsible to: | Senior Site Supervisor |

**Main Purpose:**

- To support the Senior Site Supervisor and contribute as a member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within school.
- As a member of the Site Maintenance Team be responsible for day-to-day operational management, safety and security of the school site. In addition, be responsible for ensuring the school is well-maintained, a safe and secure site for all users.
- The Assistant Site Supervisor is expected to deputise for the Senior Site Supervisor in their absence.

**Health and Safety:**

- Adhere to the Health and Safety Policy and carry out their roles and responsibilities with due regard to their own and others, health and safety.
- To ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety and Safeguarding.
- To initiate preventative maintenance by checking buildings and equipment within the province of the Assistant Site Supervisor, reporting problems or undertaking minor repairs as necessary.
- Assist the Senior Site Supervisor with the completion of record keeping concerning site maintenance, health and safety logs/records, checks and servicing in accordance with policies and procedures and health and safety requirements, e.g. water temperature checks, fire alarm and extinguishers, ladder inspections etc.

**Maintenance, Repairs and Decoration:**

- To undertake regular inspections of the site and buildings on a weekly basis, to identify the need for repairs or improvements, including the reporting of defects in buildings, furniture and fittings as required by regulations or the instructions of the Senior Site Supervisor, taking remedial action where appropriate.
- To undertake minor repairs and improvements such as painting, erection of shelving, locks, hinges, fencing etc.
- To clean vents, diffusers, shades and replacing light bulbs and tubes where accessible, as necessary. Checking on a regular basis for any minor repairs/replacements and taking remedial action where necessary.
- Ensuring that all drains, gutters and gratings are free flowing and clean. Clearing any blockages where possible.
- Undertaking repairs to school parameters when necessary.
- To ensure that snow and ice is cleared in order to maintain entrance, exit and walkways to all buildings for pedestrians, essential delivery or emergency vehicles.
- Carry out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition.
- Ensure accurate records are kept of all work carried out and logged.
- Check energy and water consumption, as directed by the Senior Site Supervisor, to ensure efficiency, reading meters on a monthly basis for example.
- Carry out maintenance and repair work following the classroom and office audit inspection returns.
**Security:**
- Opening the School premises at an appropriate time and when legitimate access is required. Deactivating the intruder alarm systems; unlocking gates and external/internal doors. Checking that the premises have not been disturbed or damaged.
- Providing access to the School for authorised personnel or appropriate services outside the normal hours of opening.
- Taking appropriate action regarding trespassers, including informing the Senior Site Supervisor and Estates and Facilities Manager, as appropriate.
- Be a key holder for the school site.

**Lettings and Events:**
- Additional overtime hours may be required to support the School in manage any lettings and events in the evenings or weekends.

**Budgets/Finances:**
- Be mindful of best value at all times.

**Other Duties:**
- Assist with general checking and emergency cleaning of parts of the school as directed, and if required provide emergency cover for any absence of Cleaners, i.e. dusting, vacuuming, cleaning toilets, emptying bins, litter picking, etc to ensure a tidy environment is maintained.
- Undertake daily and seasonal maintenance of the site and equipment, inside and out, including changing bulbs, clock batteries, door locks, woodwork, decorating and clearing drains and toilets.
- Liaise with the School Receptionist to receive goods and supplies and distribute as necessary, moving items to an appropriate area to keep passage ways clear and hazard free.
- Carry out general porterage duties.
- Set up rooms for meetings, events, examinations, etc to the required layout.
- Move such items of school furniture as and when required, with due regard to current Health and Safety Moving and Handling regulations.
- Emergencies:-
  - Clean sickness and spillages as required.
  - Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
  - Ensure access for emergency services, assist as necessary and ensure premises are secure.
- Ensure that replenishment of soap, towels, toilet paper on site as necessary.

**Professional Responsibilities:**
- Wear the site uniform at all times.
- Ensure appropriate PPE is worn to carry out site duties.
- Meet regularly with the Senior Site Supervisor for line-management and Site Maintenance Team meetings.

**Support for the School:**
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager.
- To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, asbestos management, lone working, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.
- To carry out duties in line with school risk assessments.
- To be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team, appreciating and supporting the role of other people within the team.
- Attend and participate in meetings as required.

**Resources:**
- To ensure use of IT to full capacity in order to produce high quality documents.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Estates and Facilities Manager, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Estates and Facilities Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes.
but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: ………………………………………………………………….  Date:……………………………………..

Signed Employer: ………………………………………………………………….  Date: …………………………………….