



Holtsmere End Infant and Nursery School

Job Title: Caretaker

Main purpose

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Key responsibilities

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
2. Act as a designated key holder for the school premises.
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
4. Arrange emergency repairs.
5. Arrange regular maintenance and safety checks.
6. Oversee onsite maintenance contractors, particularly during school holiday times, checking that work is completed to required standards and within required timescales.
7. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
8. Complete perimeter checks and ensure the grounds are clean and tidy.
9. Undertake general portorage duties including moving furniture and equipment within school.
10. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
11. Operate and regularly check systems such as heating, lighting and security (including water, fire system and alarms).
12. Monitor stock and order supplies.
13. Receive deliveries to the school site.
14. Assemble waste for collection.
15. Work with Headteacher to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladders, asbestos. Legionella, fire and asset register. (Training will be provided if required)
16. Authorised asbestos officer. (Training will be provided if required)

Individuals in this role may also undertake some or all of the following:

1. Assist with the maintenance of specialised equipment following training, for example sports equipment and the stage for performances
2. Undertake lettings and carry out associated tasks, in line with local agreements.
3. Act as school contact in relation to premises related contractors.



Holtsmere End Infant and Nursery School

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The School Business Manager and Caretaker have responsibility in the school for the smooth running of the premises.
- The Caretaker is primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Exchange of information with school staff, for example, in relation to security, portage requirements, out of hours activities.

Knowledge, Skills & Abilities

- Skills, experience and knowledge of a range of maintenance tasks.
- Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.
- Manual dexterity in operating equipment and minor repair work.

Supervision

- Follows predetermined cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.

Problems, Demands & Decisions

- Concentration and interruption for carrying out maintenance/security tasks.
- Carries out routine tasks, such as security checks and minor repairs that do not vary significantly from day to day, some fault identification.

Dimensions

- No responsibility for financial resources.
- Responsible for the safe use and storing equipment and materials; may be key holder for the locking and unlocking of premises.

Physical Effort

- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving or lifting furniture.



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Working Environment

- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.
- Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.

Health and Safety

- To be aware of and comply with the school's health and safety policies.

Safeguarding

- To be aware of and comply with the school's safeguarding policies.

Data Protection

- To be aware of and comply with responsibilities under the Data Protection Act 2018 and General Data Protection Regulation for the security, accuracy and significance of personal data held on paper or electronic systems.

An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually.

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