



Peartree Way Pre-School and Nursery School

Job Description

JOB TITLE: Caretaker/Site Manager

RESPONSIBLE TO: Headteacher

SALARY SCALE: H2/H3 (Dependent on experience)

HOURS: 12.5 hours per week

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 regular safety security checks
2. Keep records relating to maintenance and security.
3. Be a designated key holder, unlocking the premises in the morning and supporting emergency access to the school site when necessary.
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
5. Liaise with the Office Manager to maintain health and safety requirements
6. Be aware of location and hazards of asbestos and other health and safety procedures.
7. Undertake general portage duties including moving furniture and equipment within school.
8. Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
9. Support systems such as heating and lighting through basic maintenance.
 1. Collect and assemble waste for collection.
 2. Maintaining the outdoor areas of the school.
 3. Ordering of necessary products associated with the role

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

4. Periodic cleaning of designated areas of the school according to instructions.
1. Assist with the maintenance of specialised equipment following training e.g. ladders
5. Undertake lettings and carry out associated tasks, in line with local agreements (when appropriate).

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

- Premises staff have responsibility in the school for the smooth running of the premises.
- Premises staff are 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

- 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 outdoor cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.
- May demonstrate cleaning duties to new or less experienced staff.

Problems, Demands & Decisions

- Concentration for carrying out maintenance/security tasks.
- Carry 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.

Working Environment

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

- *The above job description is not exclusive or exhaustive and the post holder may be required to undertake other duties as may reasonably be expected within the scope and grading of the post. This job description will be reviewed annually at the start of each PDM cycle to ensure it is an accurate representation of the post.*

Signed:

Date:

Signed:

Date: