

Tanners Wood School

JOB TITLE: SCHOOL CARETAKER
REPORTS TO: OFFICE MANAGER/HEAD TEACHER
SALARY RANGE: H5 – H7



Purpose of the role:

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

1. Responsibilities:

- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Procure quotes for routine maintenance work on school premises.
- Be responsible for other site staff including assistant caretaker and cleaning staff.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
- Arrange emergency repairs.
- Arrange regular maintenance and safety checks.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Monitor materials and stock and/order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- 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.
- Handle small amounts of cash for the purchase of materials to carry out repairs.

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

- Periodic cleaning of designated areas of the school building and grounds.
- Ensure the operation and maintenance of specialised equipment following training, for example sports equipment.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors.
- Organise testing for asbestos and other health and safety procedures.

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.

<p>Knowledge Skills and experience equivalent to national qualifications at level 3. 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. Basic knowledge of ICT Awareness of health, wellbeing and safety Awareness of keeping staff and children safe Awareness of Data Protection and confidentiality Understanding of the school's ethos and values</p>	<p>Competencies Communication (written and verbal) Problem Solving Team working Active Listening Motivation</p>
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2. General

- Communicate effectively with children, staff, parents, governors, outside agencies and visitors to the school.
- Inclusion in Performance Appraisal Framework.
- Training and development within the school's CPD programme.
- To participate in general school activities and special events.
- Ensure a safe and healthy environment by carrying out caretaking responsibilities as set out in the School Policies.
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.

3. Safeguarding

Tanners Wood school is committed to safeguarding children and young people and expects all staff to promote the welfare of its pupils as outlined in school policies and procedures. A successful appointment will depend upon an enhanced DBS check and appropriate references.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review. The responsibilities and duties listed above describe the current post, however, the post-holder is expected to accept any reasonable alterations that may be necessary. *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.*

Head Teacher:

Signature:

Date:

Post Holder:

Signature:

Date:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. 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.

