



Highover JMI School & Nursery

ENJOYING AND ACHIEVING TOGETHER

Head - Lisa Hayes

Deputy - Sophie Driver

Deputy - Marie Michaelides

Job Title:	Caretaker
Reporting to:	School Business Manager
Location:	Highover JMI School
Pay Grade:	H3-H5 depending on experience
Hours of work:	30 hours per week

Purpose of the Role:

To provide a comprehensive caretaking service and contribute to a clean, healthy and safe environment for users of the premises and grounds and the efficient running of the school.

Main Duties and Responsibilities:

- Ensure that buildings, site and all resources are secure, including during out of school hours and take remedial action if required
- Responsibility for the day-to-day security of the site, i.e. locking/unlocking of the school
- Be the first point of contact for emergency callouts
- Act as a designated key holder for the site, be on the alarm system call-out list and able to attend the school as necessary if contacted by the alarm company
- Undertake minor building repairs and maintenance, including plumbing and decorating, as necessary
- Ensure school fixtures and fittings are maintained and in good working order
- Arrange emergency repairs
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Arrange regular maintenance and safety checks
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately (training will be provided)
- Ensure the responsibility for the safe receipt of goods and deliveries coming into the school, ensuring prompt delivery to the end user.
- Undertake general portage duties, including moving furniture and equipment within the school
- Ensure the school site is maintained in a clean and tidy manner, including rubbish collection/disposal and some urgent cleaning tasks as necessary.
- Ensure the Hall and other areas are prepared for events, including setting out or clearing away furniture as required.
- Ensure that in periods of inclement weather, the school site is kept safe and accessible, for example snow clearing and/or salt spreading
- Purchase premises related equipment and supplies within agreed budget.



Person Specification:

Essential

- Able to regularly undertake various manual handling duties, including lifting and carrying
- Experience of undertaking repairs and maintenance to a good standard
- Able to undertake various cleaning tasks, including body fluids
- Able to communicate effectively with staff, students and visitors
- Able to work independently and as part of a team
- Able to maintain efficient records and registers where required
- Current clean driving licence and self-managed transport to and from school, including during unsocial hours if necessary
- Good time-management skills

Desirable

- Experience in a similar role
- Experience of working in a school environment
- Working knowledge of Health and Safety at Work and COSHH (training can be provided)
- Knowledge of legionella and asbestos testing (training can be provided)
- Knowledge of PAT testing (training can be provided)

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.

This post is subject to a two term probationary period and will be reviewed annually as part of the PM process.

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.