

## Furneux Pelham C of E School



### Job Description – School Caretaker (6 hours per week) with the potential to increase the hours across other local school sites

**Pay Grade:** H2-3

**Purpose of the Role:** To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment

**Reporting to:** Admin Officer

#### Responsibilities:

- Ensure that buildings, site and resources are fit for purpose and take remedial action if required.
- 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.
- Keep records of health and safety checks up to date using school logs.
- Operate and regularly check systems such as heating, cooling, lighting and security.
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site and cleaning duties.
- Undertake general portage duties, including moving furniture and equipment within the school.
- 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.

<b>Knowledge / Qualifications</b>	<b>Competencies</b>
<ul style="list-style-type: none"><li>• Minor DIY repairs and maintenance</li><li>• Level 1 Safeguarding / Awareness of keeping children safe</li><li>• Relevant Caretaker training including:<ul style="list-style-type: none"><li>- Health and Safety for Caretakers</li><li>- Working at Height or basic ladder safety</li><li>- Manual Handling</li><li>- Awareness of Control of Substances Hazardous to Health (COSHH)</li><li>- Legionella Awareness</li><li>- Asbestos Awareness</li><li>- Fire Safety</li></ul></li><li>• Understanding of the School's Ethos, Vision and Values</li></ul>	<ul style="list-style-type: none"><li>• Communication (written and verbal)</li><li>• Listening</li><li>• Team working</li><li>• Monitoring</li><li>• Planning and organising</li><li>• Flexibility</li><li>• Initiative to spot tasks</li><li>• Customer service</li><li>• Willingness to follow school policies such as Health and Safety</li><li>• Willingness to undertake required training before commencement of the role</li></ul>

*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 role will be reviewed annually as part of the PMD 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.*