

Job title: Caretaker

Location : Highbury Infant School and Nursery

Pay Grade: H3

Purpose of the Role: To be responsible for the maintenance and security of the school premises and site, ensuring a safe, clean environment for users of the premises and grounds and the efficient running of the school. Carrying out cleaning, handyman activities, routine maintenance and refurbishment, portage, and minor repairs

Responsibilities:

- Ensure that buildings, site and resources are secure, including during out of school hours and take remedial action if required
- Locking/unlocking the school and setting the alarm system
- Undertake daily perimeter checks and act on any possible health and safety risks (including litter control and gritting and snow clearing where necessary)
- Organise bins for rubbish collection
- Act as the designated key holder for the school premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs, redecoration and maintenance of the buildings and site
- Arrange emergency repairs where qualified person is required
- Arrange regular maintenance and safety checks (servicing of equipment etc)
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Monitor stock and order supplies
- 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
- 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.
- Carry out associated cleaning duties
- Help with grounds maintenance as appropriate
- Monitor the work of and manage cleaning and other site staff
- Help to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register
- Work flexibly where needed, including responding to site call outs, setting out and clearing away before and after out of hour school events (extra hours incurred will be paid)
- To undertake any other general duties as directed by the Head

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

- Ensure the operation and maintenance of specialised equipment following training
- Facilitate lettings and carry out associated tasks, in line with local agreements
- Handle small amounts of cash for the purchase of materials to carry out repairs

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment

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- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

Knowledge (some of this may be gained through training once in post)	Competencies
GCSE in English and Maths desirable NVQ level 2 (or equivalent) Minor DIY repairs and maintenance Level 1 Safeguarding / Awareness of keeping children safe Awareness of Control of Substances Hazardous to Health (COSHH) Working knowledge of Health and Safety at Work Working knowledge of policies and procedures Knowledge of legionella and asbestos testing Understanding of the Schools Ethos, Vision and Values Manual Handling	Communication (written and verbal) Listening Team working Monitoring Planning and organising Flexibility Customer Service Physically able/Fit to work

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Person specification

criteria	qualities
Experience	Caretaking Building maintenance Security, including alarm systems Cleaning work Some DIY Working in a team Supervising a small team of staff Working with contractors
Skills and knowledge	Good knowledge of health and safety regulations Ability to work flexibly, independently and as part of a team Basic DIY skills Ability to plan, organise and prioritise
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively Able to work flexibly and out of school hours as required
Physical requirements	Be reasonably fit to carry out the duties of the job Able to carry out some manual handling and lifting Able to carry out work at high levels using appropriate equipment

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact hea@highbury.herts.sch.uk