

Job Description

Position Title	Caretaker		
Reporting To	Headteacher		
Location	Holsworthy C of Primary School		
Directorate/Section/School			
Effective date of JD	March 2024		
Grade	D	Job Number	G.0976-6

Job Purpose:

The main purpose of the job is to be responsible for the caretaking and general maintenance needs of ~~Holsworthy The Beacon~~ [Holsworthy C of E Primary School](#). There will be a need to attend the opening and closing of the premises at designated times, to include normal school days and letting of school premises.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- Undertake general repairs, maintenance and improvements to the buildings and grounds, inside and out, as directed by the line manager.
- Maintain security of school sites, ie, opening and closing of the premises for both normal school days and the letting of school premises
- Respond when a school alarm is set off and arrange for the system to be reset.
- Be available to respond to emergency calls during evenings, weekends and holidays.
- Prevent unauthorised access on school premises and ensure that unauthorised parking of vehicles does not occur.
- Fixing or reporting any problems, attend to contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
- Undertake general repairs, maintenance and improvements to the buildings and grounds, inside and out as directed by the line manager.
- Reporting any repair or maintenance work required which is beyond the role of the caretaking staff.
- Ensure that caretaking and cleaning equipment is in safe working order.
- [Consult with the cleaning supervisor to E](#) ensure the cleaners carry out their cleaning duties to a recognised standard and at the agreed frequencies, ensuring all work is carried out safely.
- Oversee the efficient working of heating plant and lighting.
- Maintain the boiler houses and plant rooms in a clean and tidy order and ensure clear access to all service isolators (gas, electricity, water)
- Ensure any flammable materials are kept out of boiler rooms and away from any heat sources.
- Daily routine to include checking perimeter fencing and fixed play equipment.
- As part of the site team, to clean and be responsible for the tidiness of paths, drives and other hard surfaces within the school grounds.

- As part of the site team, ensure outside areas are kept free from litter, sweep leaves, maintenance of outside bins.
- To carry out necessary procedures in the event of snow, ice, minor flooding, or similar emergency. Carry out any necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first aid equipment and facilities.
- Liaise with [the cleaning supervisor](#)~~cleaning staff~~ to ensure that cleaning operatives are directed appropriately, that the school areas are efficiently cleaned and that urgent calls for cleaning are dealt with.
- To keep paths, access points and entrances free of snow and ice to ensure safe passage. In the event of bad weather to liaise with the Headteacher about the safe opening of the site.
- Maintain a diary of works undertaken and liaise with line manager on a daily basis.
- Any other reasonable tasks or duties as directed.
- Undertake regular health and safety and premises checks as directed (training will be provided), and complete record sheets provided, to include:
 - Legionella checks to include weekly flushes and monthly sentinel temperature tests,
 - lightning surge protection,
 - fire checks including call points,
 - ladders and playground equipment
 - checks of the water dispensers on site
- Move furniture and equipment and set up / take down tables and chairs for meetings.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	Able to manage own time effectively. Able to motivate others positively within a team		Application form Interview
Experience	Demonstrate a range of practical skills and maintenance duties	Experience of general maintenance of schools/offices	Application form Interview
Practical Skills	Experience and background of practical activities Knowledge and skills of how to solve maintenance issues	Use of maintenance equipment Manual handling experience	Application form Interview
Communication	Able to communicate with staff and colleagues Ability to fulfil all spoken aspects of the role with confidence and fluency in English		Interview
Personal Qualities	Able to work on own initiative Ability to be well organised, approachable and flexible in working arrangements Able to accept and act on instructions		Interview References
Strategic Thinking	Ability to prioritise and plan		Interview References
Technology / IT Skills	Some knowledge of IT		Interview
Education and Training	NVQ 3 or equivalent knowledge and experience Willingness to undertake training		Application form Interview
Equal Opportunities	Holsworthy Beacon C of E Primary School and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Commit and conform to Holsworthy Beacon C of E Primary School Customer Service Standards		

1. Supervision and Management:

The job holder will have full supervision responsibility for [premises team alongside the cleaning supervisor](#)~~at least 2 cleaners~~.

The job holder will delegate duties and tasks to cleaning [supervisor](#)~~operatives~~.

2. Creativity and Innovation:

- Daily decisions and prioritisation regarding general maintenance issues, eg mending fences, drinking fountains, minor repairs to walls, unblocking toilets, unblocking gutters, replace tap washers, painting and decorating, minor construction with professional advice etc.
- Inform line manager when stocks of consumables need replenishment and when equipment requires repair or replacement.
- Liaise with line manager regarding any proposed works or maintenance and repair tasks.
- Obtaining quotes from contractors and liaise with line manager regarding works to be carried out.
- Rectify any failings on site and in extreme circumstances recommend closure of parts of the site to Governors and Headteacher where appropriate.
- To comply with Health and Safety, fire regulations and other county policies, including COSHH and HASAWA.
- Complete regular health and safety compliance testing as set out by the partnership and premises assistant, and, in consultation with the line manager, to address any issues arising.
- In consultation with the line manager, identify specific areas where specialist advice should be sought, such as more complex construction tasks, electrical and gas maintenance

3. Contacts and Relationships:

- Meet daily with the line manager to decide on tasks and duties for the day.
- Meet with the entire site team at [regular](#)~~daily~~ handover meeting to discuss medium- and long-term duties, tasks, projects, and lettings.
- Liaise with Office Staff in reporting any matters affecting the health and safety of persons on the site. For example, working on site specific projects such as school building maintenance works and site clearance.
- Co-ordinate with contractors to ensure their smooth operation. For example working on site specific projects such as building works and site clearance. Identify any issues that may arise during works undertaken by outside contractors and discuss resolutions with the line manager.
- Occasional contact with parents and members of the public when carrying out lettings at the site.
- When dealing with contractors, the caretaker needs the ability to identify which problems should be referred to the line manager.
- Facilitate the daily, smooth operation of the cleaning team, mostly but not exclusively in consultation with the cleaning supervisor ~~or deputy cleaning supervisor~~, reporting any issues arising to the line manager.

4. Decisions - Discretion:

- Responsible to the line manager.

- Deputise for the line manager as needed to ensure cleaning and caretaking roles remain coordinated throughout the entire school day
- Maintenance of site maintenance machinery and equipment.
- Liaise with line manager and other members of staff when making decisions regarding maintenance of the premises.
- Freedom to act on a daily basis when maintenance issues are identified. This is particularly in relation to health and safety related work that needs to be actioned immediately.
- Input to decisions regarding planned maintenance work, including advising on appropriate work to be undertaken and planning such work into appropriate schedules (e.g. school holidays).
- Ability to solution focus maintenance issues. The post holder's advice will be sought regarding maintenance issues and projects and responsible for compiling solutions where appropriate.
- To comply with health and safety, fire regulations and other county policies such as COSHH, HASAW and fire safety regulations.
- Implement school policies and procedures for Health and safety and site management with the direction from line manager. [Including Risk Assessments.](#)

5. Decisions - Consequences:

- To ensure that the premises and grounds are kept in good repair within a given budget, failure to do so could result in unnecessary expenditure on repairs and health and safety issues for staff and pupils.
- To ensure the security of the premises and grounds, failure to do so could result in unnecessary expense and damage to the premises.

6. Resources:

- Keep site maintenance equipment in good working order and inform the line manager when replacement or repairs are needed as necessary.
- [Caretaking/cleaning](#) materials – assist with ensuring appropriate stock levels are always maintained and stored in accordance with procedures and guidelines.
- Maintain a list of keys and assume responsibility for maintaining the security of school sites, i.e., opening and closing of the premises including those for lettings.
- 24 hour call out responsibility on a rota basis within the premises team oversee the effective working of heating/electricity/water.
- Ensuring outside areas are kept free from litter, sweep leaves, maintenance of outside bins.
- As part of the site team, to be responsible for care and use of all manual and electrical items of maintenance equipment used on site.
- Purchase and maintenance of site maintenance machinery and equipment.eg small tools, ladders

7. Work Demands:

- Opening and closing tasks across schools in the Federation have to be carried out at a certain time, which may vary from day to day.
- Need to be able to prioritise maintenance tasks to ensure the health and safety of the premises. For example, during periods of snowy/extreme weather priority would be given to ensuring paths are cleared and the building is warm enough for the staff and pupils.
- Need to prioritise maintenance tasks to ensure most urgent work is undertaken as soon as possible (particularly if health and safety issue).

- Ability to multi task as needed and be able to safely switch from one task to another (as required) ensuring any works and areas are left in a safe way for pupils and staff.
- Occasional opening and closing tasks have to be carried out at a certain time.
- Need to be available to be called out in unsocial hours or at weekends to deal with security/maintenance problems. – [Rota can be in place](#)
- Rota of compliance checks made daily, weekly, monthly, termly and annually.
- Must be able to work to required deadlines to ensure that everything is cleaned and maintained to the required standard within the given time.
- Interruptions and changes in priority of work duties happen occasionally, e.g. weather conditions and water leaks, significant unplanned events.
- Changes in priority would occur during periods of staff absence when caretaker hours need to be covered.
- Need to allocate sufficient time to carry out induction and training of new members of staff as needed.

8. Physical Demands:

- Requirement to lift and carry on occasions during the day.
- Need to be able to carry out maintenance tasks in the school grounds, such as general maintenance, plumbing works and minor building works.
- Occasional necessity to work in awkward places when repairing equipment.
- Bending and stretching would be required regularly to undertake general maintenance tasks
- Substantial effort would be required when moving furniture and equipment and dealing with deliveries to the site.

9. Working Conditions:

The duties involve working within school premises and outside on the grounds. Work is outside on a regular basis.

10. Work Context:

- Lifting and carrying – materials and equipment for site maintenance projects
- There is little risk to health if correct risk assessments and procedures are carried out.
- Need to have knowledge of COSHH regulations and the use of various chemicals.
- Need to have an understanding of the HASAWA and the fire regulations.
- Ongoing requirement for Continuous Professional Development.

11. Knowledge and Skills:

- Need a range of practical skills in order to undertake general repairs and maintenance.
- Need knowledge and skills of how to solve maintenance issues.
- Ability to work on own initiative and be well organised, approachable and flexible in working arrangements.
- Some knowledge of IT.
- Ability to supervise and motivate others positively within a team.
- Good standard of practical knowledge
- NVQ 3 or equivalent knowledge and experience [e.e.](#)

Health & Safety:

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment	✓	Risk assessment
Electricity – fixed / portable	✓	Health and Safety Policy
Manual handling	✓	Risk assessment/training
Verbal / physical abuse		
Work equipment	✓	Risk assessment
Fire	✓	Policy/procedures/training
Environmental	✓	Health and Safety Policy
Isolation / lone-working	✓	Lone Working Policy
Slips, trips & falls	✓	Health and Safety Policy/risk assessment
Chemical	✓	Health and Safety Policy/risk assessment
Working with Vulnerable persons	✓	Child Protection training
Premises related	✓	Health and Safety Policy/risk assessment
Transport risks	✓	Driver assessment
Working at heights	✓	Health and Safety Policy/risk assessment/training
Other		

Job GLPC profile

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

Head of Service/Head teacher _____ **Date:** _____