

**Riverside Primary Academy**  
**Job Description and Person Specification - Caretaker**

**Salary Scale** Grade C, £18,933 (37 hours per week – (Split Shift)

Hours: 37 hours per week. Holidays to be taken during school holiday periods, to be agreed with the School Business Manager/Head Teacher.

**Job Description**

Responsible to: School Business Manager  
Line Manager: School Business Manager

**Main Purpose of the Job**

Ensuring that the school site is maintained in a safe, clean and secure condition. Undertaking all tasks necessary for a safe site. The caretaker is an employee of the Academy and is responsible to the Head Teacher/Business Manager for carrying out the following duties:

**Principal Accountabilities**

1. Ensuring all school buildings, and grounds are cleaned and maintained to agreed standards and specifications.
2. Ensuring maintenance of all school buildings, grounds and utilities, operating an agreed programme of planned preventative maintenance and making sure that repairs are properly and promptly carried out.
3. Ensuring that the grounds are maintained to a high standard.
4. Responsible for the security of the premises and their contents including custody of the keys. Keeping all school buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly.
5. Providing access to the school in the event of inclement weather conditions.
6. Undertaking various administrative, letting duties and keeping stock records.
7. Ensuring compliance with relevant health and safety regulations and codes of practice and with due regard for the health and safety and welfare of all premises users and visitors including contractors.
8. Supporting whole school developments as defined in the school improvement plan.
9. Keeping up to date with latest legislation and training needs. Supporting school with safeguarding procedures ensuring entrances and fire exits are kept clear of deliveries and equipment.
10. Reporting any safeguarding concerns you might have to the Head Teacher/Designated Safeguarding Leads.

**Job Content**

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

1. Oversee that the school's standard of cleanliness is being upheld and comply with associated health and safety requirements.
  - Assisting in the maintenance of a litter free environment in accordance with the school's standards.
  - Cleaning of delegated areas in and around school.
  - Clear up bodily fluids after accidents adhering to Health & Safety procedures.
  - Arranging for emergency cleaning and removal of graffiti.

- Carry out any emergency cleaning.
  - Carry out the summer deep clean program.
2. Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:
- Operating an agreed programme of planned preventative maintenance.
  - Personally undertaking minor or temporary repairs and maintenance tasks which are within the postholders competence and identified as such within the maintenance specification, arranging for other repairs to be carried in conjunction with the Office Manager/SBM. Organising emergency response to vandalism damage.
  - In liaison with the Office Manager/School Business Manager, arranging and overseeing alterations, redecoration, building and maintenance works and specialised repair work, and reporting on the progress made.
  - To order and supervise repairs and act as a project manager for small maintenance contracts and improvement schemes.
  - To advise the Head Teacher/SBM to prepare documentation or specifications of small to medium projects/liase with school contractors.
  - To monitor work requests on the premises.
  - Ensuring maintenance of the heating systems, and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision.
  - Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary.
  - Replacing fluorescent tubes, starters, diffusers, light bulbs and shades
  - Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order.
  - Ensuring drains and gullies are free flowing and clean.
  - Removing snow/ice and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand.
  - Ensuring the grounds are clear of litter/glass or other hazards (ice/snow) to ensure the Health & Safety of children, staff, parents and visitors
  - Preventing unauthorised/unsafe parking in and around the school site.
  - Assisting with the necessary checks required for the school vehicle
3. Ensuring that the grounds are maintained to a high standard and monitoring grounds maintenance company.
4. Keeping all grounds and buildings secure, including:
- Responsible for the security of the premises.
  - Acting as a key-holder and routine and non-routine opening.
  - Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly.
  - Responsible for locking and unlocking internal and external doors as required during term time and school holiday periods.
  - Checking daily the intruder and fire alarm panels and de-activating and testing automated alarm and bell systems and fire checks following statutory requirements and recording details.
  - Ensure at the end of the day all doors, windows and gates are locked, gas & electrical appliances are turned off.
  - Check perimeter fences, security devices, fire appliances, CCTV systems and alarms.

- To assist with out of hour activities at the school and arrange opening & closing and any heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
5. Undertaking various administrative and letting duties, including:
- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.
  - Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate.
  - Maintaining stocks of materials, protective clothing and equipment as required, placing the orders via the school office.
  - Ensure halls, meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
  - Keeping up-to-date records, inventories and forms as required
  - To establish and maintain an audit of tools and equipment, their state of repair and where they are kept.
  - Ensure mechanical equipment is inspected prior to use and ensuring electrical equipment/power tools are inspected and PAT tested as required.
  - Carry out regular H & S inspections on school premises.
  - Making small purchases for school maintenance on behalf of the school.
  - Placing orders for materials required and certifying goods received with the Office Administrator.
  - Assisting and supervision of all contracts on the school site as per contract standing orders along with the Office Manager.
6. Assisting with health and safety regulations concerning the cleanliness, security and maintenance of all school buildings and grounds, including:
- Assisting with implementation of a health and safety strategy for the school.
  - Assisting with risk assessments including keeping records and planning for improvement (some are computerized records).
  - Taking part in periodic inspection of all areas.
  - Ensure all working practices comply with current legislation, and duties to be carried out in compliance with the Health & Safety at work Act.
  - Regularly inspect Playground equipment and outdoor buildings and report on it's safety & suitability.
  - Ensuring that appropriate safety signs and notices have been displayed.
  - Ensuring that hazards are removed and managed.
  - Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced.
  - To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
  - To write/update risk assessment paperwork as necessary.
7. Supporting school developments with regard to premises as defined in the school improvement plan:
- Assisting Governors in the execution of their duties in relation to the premises or Health and Safety issues
  - Taking an active role in whole school developments, both within and outside school hours, to enhance the curriculum offered to pupils
8. Keeping up to date with latest legislation

- To ensure continuing personal professional development in liaison with the Office Manager - obtaining any relevant qualification/s as required

9. Child protection

- To have due regard for safeguarding and promoting the welfare of children and young people, including confidentiality.

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

**Key Organisational Objectives:**

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Acknowledging Customer Care and Quality Initiatives
- Contributing to the maintenance of a safe, clean, warm and secure environment for pupils, staff and visitors

**Special Conditions of Service:**

The postholder is required to be flexible in their working hours to ensure service delivery, including dealing with authorised evening and weekend lettings and responding to emergency calls outside normal site opening hours.

**Review, Induction, Further Training and Development**

Understand that training to improve performance is expected within this role and that it is reasonable for the post holder to make requests to attend specific training courses.

**Health and Safety**

All employees are expected to be mindful of the health and safety of themselves and of others. Within the school setting, this includes ensuring the safety and welfare of our pupils by ensuring the environment is continually kept safe, visitors are signed in and out, and gates/doors are secure. Within this particular role, you will need to ensure that workmen on site are aware of our health and safety requirements (e.g. providing their own ladders and equipment).

You are required to provide a well-organised, tidy working environment. You are required to ensure that this is left in immaculate order as you leave each evening. You are expected to carry and use the mobile phone provided when you are working to ensure your safety. Any accidents which do occur must be reported to Business Manager/Office Manager immediately.

All personal belongings must be locked securely away while you are on duty.

**Appraisal**

You are expected to participate in the annual appraisal of the performance of yourself, providing evidence that all targets have been met and that you continue to attend and learn from ongoing training.

**Riverside Primary Academy**

**Person Specification – Caretaker**

<b><u>Category</u></b>	<b><u>Essential(E) Desirable (D)</u></b>	<b><u>Application (A) Interview (I) Reference (R)</u></b>
Excellent communication with customers /service users	E	A + I + R
Team work with stakeholders to achieve results	E	A + I + R
Successful experience of: DIY / handy person skills	E	A + I + R
Flexible and adapting to change to ensure efficiency	E	A + I + R
Organised and taking responsibility to achieve results	E	A + I + R
Willingness to undertake an Enhanced DBS check	E	A + I + R
A desire to develop new skills and knowledge	E	A + I + R
Experience of a Caretaker Role	D	A + I + R
Experience and knowledge of Health & Safety in a School	D	A + I + R
Qualifications: BICS or NVQ equivalent, IOSH, COSHH	D	A + I + R
Knowledge of and undertaking Risk Assessments	D	A + I + R
Full clean driving license	E	A + I
Willingness to undertake minibus training	E	A + I
Understanding of and willingness to recycle and compost	E	A + I
Excellent cleaning and sanitizing skills	E	A + I + R
Willingness to attend and learn from regular training for a wide variety of purposes	E	A + I
To undertake PAT testing training	D	A + I
To be able to use email and computers to read and store Health and Safety records	D	A + I