

# Role Profile: Site Caretaker

## Purpose

To work under the direction and instruction of the Business Manager/Line Manager to provide caretaking tasks, to include some cleaning, to support the effective operation of the School.

## Key Accountabilities

### Maintenance

- To complete routine maintenance, to include minor plumbing, joinery, electrical work and internal decoration and maintenance
- Gardening and maintenance of school grounds and MUGA including grass cutting, hedge control and weed control.
- Undertake weekly and monthly safety checks and complete documentation with any deficiencies being reported to the Site Manager immediately
- Identify defects and record repair and maintenance requirements
- Ensure that heating and lighting systems are maintained and operated satisfactorily
- Provide emergency access to the school site – Key holder responsibilities
- Undertake ad hoc cleaning tasks to ensure the cleanliness of all buildings
- Coordinate deliveries to the school site
- Maintenance and upkeep of specialist sports equipment and facilities
- Undertake a proactive approach to ensure all plant and equipment is fully operational and fit for purpose
- Ensure the School site is kept safe, tidy and to a good level of aesthetic standard, by keeping exterior roads, paths, steps and walkways clear and safe in all weather conditions, including salting the roads and pathways as required in severe weather conditions, litter picking and disposal of rubbish and redundant equipment, clearing gutters and carrying out grounds maintenance duties.

### Security and Safety

- To be responsible for the opening and locking of the buildings at agreed times
- To provide on-site security during school use hours, and the supervision of the buildings and grounds to prevent damage and nuisance
- To help with the setting up and clearing away of equipment and furniture required for school events
- Responding to intruder alarms and emergencies, as agreed with Site Manager
- To act as a Fire Warden, following training, participating in emergency drills, ensuring that the correct procedure is followed and if required liaise with the emergency services. Report all hazards or concerns to line manager immediately
- To be familiar with and adhere to the Health and Safety Policy
- Maintain vigilance for Health and Safety concerns in and around the building.

### **Health and Safety and Risk Management**

- Ensure duties are carried out in accordance with school based policies and health and safety procedures
- Take responsibility whilst walking the site to rectify, report and manage any risks
- As above, be responsible and a direct liaison for all statutory checks within the site team and support others in achieving these targets
- To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace

### **Other responsibilities**

- Undertake and maintain Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures
- Liaise with outside contractors such as cleaning, catering and grounds maintenance
- Supervision of lettings including premises, building and projects etc.
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the Site Manager
- Undertake all necessary training and INSET activities
- If trained, driving school minibus for school purposes. Ensure that pre-journey safety checks are completed and that vehicles are fully fuelled, clean and empty of rubbish.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties, which the Head Teacher may, from time to time, deem appropriate and necessary.

## **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills, Abilities and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to understand and apply regulations e.g health and safety</li> <li>• Competent at basic building, repairs, maintenance and ground maintenance</li> <li>• Effective communications with a wide range of stakeholders</li> <li>• Ability to set high expectations and foster a culture of continuous improvement</li> <li>• Enthusiastic and self-motivated</li> <li>• Ability to work on own initiative and prioritise workloads</li> <li>• Able to work under pressure, prioritise, and meet deadlines</li> <li>• Able to work independently and use own initiative but also be an effective team player</li> <li>• Flexible with regards to working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Able to effectively organise and supervise contractors</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of numeracy and literacy</li> <li>• Valid UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> <li>• Health and Safety Qualification</li> <li>• Experience of working in a school environment</li> <li>• Supervision of contract services</li> <li>• Experience of completing risk assessments</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a site/ maintenance team role</li> </ul>	

### Key Stakeholders:

**Internal – Business Manager, Site Manager, colleagues, pupils**

**External – Parents, contractors, School support staff**

**Signed:** ..... **Name (print):** .....

**Date:** .....