Copleston High School
Achieving success together

JOB DESCRIPTION

POSTHOLDER: **Caretaker**

SALARY: **Grade 4 (below the bar)**

LINE MANAGER: **Facilities Manager**

JOB PURPOSE: **To assist the Facilities Manager to have a proactive and comprehensive role in ensuring that school buildings facilities, site services and lettings programme are maintained and operated to specific standards and provide a clean and safe environment for our students and the local community under the direction of the Principal.**

LEVEL DESCRIPTION:

All duties are carried out within recognised procedures or guidelines.
The post holder will often be the first point of contact with school for contractors.
Visitors and hirers will be required to support and promote the corporate image of the school.
There will be a need to interpret information or situations and to resolve varied problems.
The post holder will be expected to undertake shift work to meet the needs of school.

DUTIES AND RESPONSIBILITIES:

Security:-

- Opening and closing of school including security checks and operation of alarms
- Salting, clearing walkways in inclement weather
- Ensure lights are turned off and windows are closed
- Ensure fire doors are operational, and alarms tested
- Unlocking phone lockboxes at specified times of the day
- A key holder and on call in event of emergencies

Site Management:-

- Carrying out daily, weekly and monthly inspections and statutory checks as requested

- Liaise with school staff and contractors as required
- Ensure all outside services are maintained, including drains and hard areas
- Undertake minor repairs and maintenance including decorating as required or reported on the helpdesk ticket system
- Carrying out general grounds maintenance duties as requested
- Ensure all plant and equipment is maintained to the required standard
- Ordering of good and supplies and stocking cupboards
- Ensure health and safety regulations are complied with and report any H&S issues
- Undertake portable appliance testing as appropriate, reporting any defects and maintaining suitable records

- Carry out regular checks of minibuses to ensure they are clean and safe
- Regularly clean minibuses inside and out, check fluid levels and maintain records

Caretaking:-

- Following daily shift checklists and maintaining records
- Setting up and clearing away after examinations and other school events or lettings
- Porterage and transportation of equipment, furniture, materials and deliveries
- Emptying the rubbish and re-cycling bins and litter-picking the school grounds
- Undertake cleaning duties, graffiti removal and floor polishing as required
- Ensure hand sanitisers are regularly checked and replenished
- Energy conservation

Other:-

- To liaise with safeguarding officers in accordance with school policy if and when appropriate
- To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students' progress
- Promote and support school policies
- Flexibility and knowledge to cover both early/late shifts for holiday and sickness relief

NB:

This job description outlines the principal duties and responsibilities of the post at the time it was prepared. It is not intended to be an exhaustive list, and the post holder may be required to undertake other duties that are commensurate with the grade, responsibility and nature of the role.
The duties and responsibilities of the post may be varied by the Trust from time to time to reflect changes in legislation, organisational requirements, operational priorities, technology or professional practice. Appropriate training and support will be provided where necessary.

Person specification

Criteria	Essential	Desirable
Qualifications & Training	Basic literacy and numeracy skills. Willingness to undertake relevant training including health and safety, safeguarding and site management.	Health & Safety qualification (e.g. IOSH Working Safely). PAT Testing qualification or experience.
Experience	Experience of carrying out basic maintenance, repairs and general caretaking duties. Experience of working within health and safety procedures. Experience of maintaining buildings, grounds or facilities.	Previous experience working in a school or educational environment. Experience of managing contractors and external visitors. Experience of using helpdesk or maintenance reporting systems.
Knowledge	Understanding of basic building maintenance and repair techniques. Understanding of health and safety regulations and safe working practices. Awareness of safeguarding responsibilities when working in a school environment.	Knowledge of statutory compliance checks relevant to school premises. Knowledge of security systems, alarms and key holder responsibilities. Knowledge of energy conservation measures.
Skills & Abilities	Ability to undertake minor repairs, maintenance and decorating tasks. Ability to prioritise workload and work independently with minimal supervision. Good communication skills and ability to liaise effectively with staff, contractors and visitors. Ability to identify and resolve practical problems. Ability to maintain accurate records and complete inspection checklists.	Ability to carry out portable appliance testing.

Personal Qualities	Reliable, trustworthy and professional. Flexible and willing to undertake shift work. Able to respond calmly and effectively in emergency situations. Commitment to safeguarding and promoting the welfare of children and young people. Positive attitude and commitment to supporting the school's values and reputation.	
Other Requirements	Ability to act as a key holder and attend site when required in emergencies. Physically able to undertake manual handling, porterage, grounds maintenance and caretaking duties. Willingness to work outside in varying weather conditions.	