

Part-time: 30 hours per week 7.00 am to 12 noon or 12.00 to 5.00 pm Monday to Friday
Full time including Inset Day (with the possibility of additional overtime hours which may be during evenings or weekends)

Job Description

Responsible to: The Premises Manager

Job Purpose:

To support the caretaking team by carrying out a range of caretaking duties including security and supervision of the site and related equipment and other caretaking duties including portage, basic maintenance, distribution of milk deliveries and setting up for functions.

Main Duties and Responsibilities:

The duties of the post as outlined will be subject the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

Security and Supervision:

1. To act as a key holder, responsible for the routine opening up of the school premises and grounds in the mornings. Carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm.
2. Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
3. Assisting, where directed by the School Bursar, with enquiries from external workers and contractors.
4. Attempting to prevent unauthorised access onto the School premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established School procedures and the Code of Practice No 32(S) Managing Violence in Schools.

Caretaking and Maintenance

1. Washing and cleaning of diffusers and replacing bulbs/tubes.
2. Ensuring that all areas within the site are free from litter, including the emptying of bins, and that all drains and gullies are free-flowing and clean.
3. Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials, etc. Move/relocate furniture and equipment as required for functions and assemblies.
4. Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.

5. Ensuring that all caretakers and cleaning equipment is in a safe and working condition and arranging for repair as appropriate; ensuring any issues reported immediately to Premises Manager.
6. Carrying out routine procedure or checks on ancillary equipment, eg. Checking batteries, automatic pumps and areas subject to flooding.
7. Carrying out School based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Lettings:

In order to contribute to the smooth running of the School by overseeing the use of premises during the evening, weekends or public holidays (as appropriate) and undertaking relevant duties associated with this use of the premises. Any or all of the following duties may be reasonably undertaken in connection with letting work, as directed by the Headteacher.

1. To attend and carry out security and any safety procedures for the buildings and grounds, including routine and non-routine opening of premises and grounds and reception of visitors.
2. Dealing with enquiries from hirers, users, external agencies, contractors and workmen as required.
3. Attempting to prevent trespass and the unauthorised parking of vehicles on the premises or grounds.
4. Setting out reasonable equipment and/or furniture and undertaking cleaning related to the use of premises.
5. Operating the heating plant so that required temperatures are maintained in the premises and that an adequate supply of hot water is available. Carry out frost precaution procedures.
6. Report any problems/issues arising from the use of the premises including drawing attention of the School Bursar as appropriate, any issues relating to the use of the premises which may need attention (eg. Repairs and maintenance, conduct of users etc.)
7. At all times to carry out duties in accordance with health and safety requirements and alert Line Manager to any issues observed.
8. Such other duties appertaining to the use of premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher.

Other Duties:

1. Preparing the School premises and site for School functions and out of school activities.
2. Assisting, as required in the completion of claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.

General:

At all times to carry out the duties in accordance with School-based policies and Health and Safety procedures.

Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.

This job descriptions is current at the date show, but in consultation with you, may be varied by the Headteacher and/or Governing Body to reflect or anticipate changes in the job commensurate with the grade and post held.

Signed.....

Date.....

Part-time Caretaker

APT&C

Part-time: 17 ½ hours per week 5.30 am to 9.00 am Monday to Friday
Term-Time plus 1 Inset Day (with the possibility of additional overtime hours)

Person Specification

Experience: Experience of security / custodial duties is desirable.

Qualifications: Any relevant qualifications relating to the requirements of the job are desirable.

Knowledge and Skills:

Awareness of Health & Safety issues relating to premises is essential.

Knowledge and skills in basic maintenance / DIY is desirable.

Knowledge of security / custodial issues is desirable.

To be able to manage own work schedule and prioritise effectively is desirable.

Aptitudes: Ability to carry out caretaking duties to a high standard.

Reliability and Punctuality.

Ability to communicate effectively with a range of building users.

Ability to develop effective working relationships and to work as part of a team.

Flexible approach and aptitude to work planning.

Ability to develop effective working relationships.

To be adaptable.

To have a patient and tolerant, customer focused attitude.

To be willing to attend training and development activities.

Circumstances: To be able to respond to emergency call-outs.