

Full-time: 37 hours per week  
MONDAY – FRIDAY  
(8.00 a.m. – 4.00 p.m.)  
One day early finish (3.30 p.m.) to be agreed with Premises Manager.  
There may be opportunity for additional overtime which could be evenings or weekends

**Job Description**

**Responsible to:** The School Premises Manager

**Job Purpose:**

To maintain and carry out the general maintenance and decoration of the school buildings, both internally and externally and to support the premises team in a range of caretaking duties including security and supervision of the site, maintenance of equipment and other duties as required.

**Main Duties and Responsibilities:**

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

**Maintenance & Decoration**

1. Responsible for all School interior and exterior maintenance and decoration.
2. Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder, including:
  - Basic plumbing work – eg repairing a leaking pipe, replacing a tap or washer.
  - Basic plastering work to repair cracked / broken plaster, making good damaged walls following the removal of, for example, shelves or fittings.
  - Basic repairs to broken fence panels, stakes, holes in fences or boundaries.
  - Basic glazing work, eg replacing small windows, re-beading or re-puttying internal and external glass panes.
3. Drawing up, or assisting in the drawing up of, specifications for work to be undertaken by contractors, including pricing and ordering of materials;
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 decorating equipment is in a safe and working condition and arranging for repair as appropriate.
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.

#### Security and Supervision:

1. To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises 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 Premises Manager, with enquiries from officers and employees of the Local Education Authority, 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

1. Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
2. Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials, etc.
3. Preparing the school premises and site for out of school activities and clearing up after these activities.

#### Lettings:

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 minor cleaning related to the use of premises.
5. Report any problems/issues arising from the use of the premises including drawing attention of the School Premises Manager as appropriate, any issues relating to the

use of the premises which may need attention (eg. Repairs and maintenance, conduct of users etc.)

6. 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.

General:

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

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the department and school at the reasonable discretion of the Headteacher at any time.

## Caretaker / Maintenance / Decorator

APT&C

Full-time: 37 hours per week

### Person Specification

- Experience:** Professional experience of carpentry, plumbing, painting and decorating is essential.
- Experience of planning / programming work is essential.
- Experience of security / custodial duties is desirable.
- Qualifications:** Any relevant qualifications relating to the requirements of the job.
- Knowledge and Skills:** Awareness of Health & Safety issues relating to premises.
- Knowledge and skills in painting and decorating and DIY.
- Knowledge of techniques for time management and prioritising work for self.
- Knowledge of security / custodial issues.
- Aptitudes:** 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 resolve conflict.
- To have a patient and tolerant, customer focused attitude.
- To be committed to continuing personal development including attendance on training activities.
- Circumstances:** To be able to respond to emergency call-outs.
- To be able to attend for evening and weekend lettings.