

**Job Title:** Caretaker/Handyperson

**Responsible to:** The School Business Manager, Headteacher and Governing Body

**Hours per week:** 20 hours a week (7:30 – 8:30 am & 3:30 – 6:30pm) exact hours TBC

**Grade:** Grade 5 (Points 7 – 10) £11,492 – £12,195 p.a. pro rata

**Weeks per year:** All year. 5.41 weeks holiday rising to 6.38 weeks holiday after 5 years. Holiday to be taken during school holidays.

**Overall Responsibility:**

To work with the School Business Manager to ensure that the school premises, grounds and learning environments are secure, safe, well maintained and clean.

<p><b>Security of Premises</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the locking and unlocking of the premises on a daily basis.</li> <li>• Setting and testing of security and fire systems.</li> <li>• To assist with lettings outside of school opening hours, by agreement, and in accordance with school's policy.</li> <li>• To be the first named contact as key holder and have principle responsibility for responding to emergencies affecting the school premises outside normal working hours.</li> </ul>
<p><b>Maintenance of Premises and Furnishings</b></p> <p>Undertake where appropriate, maintenance of the school premises and furnishings, including:</p> <ul style="list-style-type: none"> <li>• Work with the School Business Manager to develop an annual maintenance programme for the buildings and grounds.</li> <li>• Painting and decorating as required (within the capability of the post holder).</li> <li>• Minor repairs as detailed in the maintenance book.</li> <li>• Minor repairs to premises e.g. replacing tap washers, missing screws in hinges and catches, temporary repairs to broken windows, clearing blocked sinks, replacing toilet furniture, installing shelving (all within competence of the post-holder).</li> <li>• Carry out day to day repairs and renovation of loose and fixed furniture.</li> <li>• Ensure that gutters, drain pipes, rain water gullies and grease traps are kept clear and in working order and, where necessary, advising School Business Manager of the need to contact contractors to undertake work.</li> <li>• Carry out emergency duties arising during the working day.</li> <li>• Complete items on the maintenance schedule as per the timetable including (but not exclusive to) fire alarm tests, water temperature readings, cleaning of convector fans, checking of outside lights.</li> <li>• Renew light bulbs and fluorescent lamps and clean light fittings at a low level.</li> <li>• Carry out Portable Appliance Testing (PAT), following training.</li> </ul>

<p><b>Upkeep of external areas</b></p> <ul style="list-style-type: none"> <li>• Remove litter, grit etc. from hard surfaces (playgrounds, car parks, hard surface sports areas) on the main school site.</li> <li>• Keep site clear of fallen leaves.</li> <li>• Clean out waste bins.</li> <li>• Ensure that the main entrance, pedestrian access and staff carpark are clear of snow and apply grit and salt in the winter.</li> <li>• Maintaining landscaped areas, not covered by grounds maintenance contractors, including weeding, trimming the bushes up to the main entrance and cutting back where necessary.</li> <li>• Painting lines on hard surfaces.</li> </ul>
<p><b>Energy Conservation/ Heating System</b></p> <ul style="list-style-type: none"> <li>• Ensure that all lights, and where possible equipment, are switched off at the end of the day.</li> <li>• Switch off water heaters during school holidays.</li> <li>• Maintain knowledge of positions of electricity, gas and water meters and supply the office with readings of all meters on a monthly basis.</li> <li>• Check operation and maintenance of boiler/heating plants.</li> <li>• Clean filters in fan convector heaters.</li> </ul>
<p><b>Cleaning Duties</b></p> <ul style="list-style-type: none"> <li>• Sweep and mop the hall floor (weekly).</li> <li>• Liaise with the cleaners.</li> </ul>
<p><b>Other janitorial and support duties</b></p> <ul style="list-style-type: none"> <li>• Take delivery of school supplies when onsite and the office is not staffed.</li> <li>• To undertake portage tasks as required including setting up and clearing away furniture.</li> <li>• Move furniture as requested, within health and safety guidelines and within the capabilities of the post holder, including setting up rooms for meetings, worship etc.</li> <li>• Ensure refuse is in main bins and available for collection at required times.</li> <li>• Monitor the stock levels of cleaning and janitorial supplies and provide School Business Manager of items which need ordering.</li> </ul>
<p><b>Asbestos &amp; Legionella</b></p> <ul style="list-style-type: none"> <li>• Undertake a visual check of any asbestos (as identified in the asbestos register) on an annual basis and report any required remedial work to the school office.</li> <li>• Complete asbestos management training every 3 years.</li> <li>• Undertake monthly water reading temperatures and notify the office of any deviations from approved guidelines.</li> <li>• Partake in legionella training every three years.</li> </ul>

<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> <li>• Notify the School Business Manager of any health and safety concerns.</li> <li>• Support the School Business Manager in the annual review of the school premises risks assessments.</li> <li>• Undertake ladder, trim trial and fire extinguisher inspections as per the specified timetable.</li> <li>• Co-operate with the employer on all issues to do with Health, Safety and Welfare.</li> <li>• You will be provided with personal protective equipment, tools, cleaning materials and equipment. You are responsible for informing the office of any additional requirements you have and the need for replacing worn personal protective equipment.</li> </ul>
<p><b>Christian Ethos</b></p> <ul style="list-style-type: none"> <li>• You will be fully supportive and work in sympathy with our Christian values and ethos.</li> </ul>
<p><b>Continuing Professional Development</b></p> <ul style="list-style-type: none"> <li>• Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.</li> <li>• Take part in the school's performance management process evaluating and improving own practice.</li> </ul>
<p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>• Some flexibility in the pattern of hours worked and a willingness to undertake overtime will be necessary to meet site management and school requirements.</li> <li>• Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement. Also the use of toxic chemicals.</li> <li>• Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.</li> <li>• Some duties will involve working alone on site, e.g. when dealing with lettings, contracted hours during the school holidays.</li> </ul>

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It 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.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

