

Job Title:	Caretaker
Reports to:	Facilities Manager
Salary:	From FTE £24,586 (will be pro-rat'd)
Hours:	1:00pm – 6:00pm, 43 weeks (Term-time plus 8 weeks in the school holiays)
Annual Leave	17 days + bank holidays
Start date:	January 2022
Line management:	N/A

The role at times requires additional hours on occasions to fulfil the requirements of the post. **Attendance to work days and school's events that are in evenings and weekends will be necessary with prior agreement.**

Job Purpose:

The role of the caretaker is to ensure the buildings are well-maintained safe, secure & clean. As a caretaker you will need practical skills to carry out minor repairs, you need to be able to manage your own workload and you will also need a good awareness of health, safety, security and hygiene issues.

Duties and Responsibilities:

Organisation

- During term time opening of school premises and grounds on time for the arrival of children and staff
- Carrying out safety & security procedures for school buildings and grounds.
- Daily, Weekly and Monthly checks for the fire alarms, emergency lights and any other required Health and Safety Checks
- Carry out minor or temporary repairs as directed.
- Contact the relevant contractors to ensure the repair or maintenance work required at the school which is beyond the caretaking knowledge. Directing workmen or contractors to the location of repair and maintenance work.
- Carry out routine maintenance procedures and inspection equipment such as checking the boilers and the gutters.
- Operating boilers, endeavouring to ensure that required temperatures are maintained in the whole of the school premises and that an adequate supply of hot water is available.
- Replacing light bulbs when necessary
- Carry out frost precaution procedures.
- Ensure that cleaning work from the cleaning contract is carried out to the recognised satisfactory standard and at the frequencies agreed on their contract and filling in with cleaning when needed.
- Provide safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies.
- Carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. The caretaker is required to know the location of first-aid equipment and facilities.
- Deal with enquiries from teaching staff, students and pupils, parents and employees of the School, workmen, contractors and members of the public as well as the emergency services (e.g. Police, Fire Brigade, etc.) and when required.
- Convey post and parcels to and from the point of distribution when required
- Convey and arrange furniture in rooms where necessary.
- Ensure that school clocks are wound and set to the correct time.
- Ensure that adequate quantities of toiletries including toilet rolls, toilet paper, liquid soap, bar soap are kept in stock. Distribute and replenish toiletries as required.
- Removal of weeds from grass and paved areas and removal of rubbish from all areas surrounding the school ensuring that all play areas are safe for pupils use.

- Minimise the dispersal of rubbish around the grounds by ensuring that litterbins are emptied when necessary.
- Use the school cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.
- Signing in, signing out and completing any required paperwork.
- Help out in compiling a maintenance manual for the school
- Keep a comprehensive and update snagging list for maintenance and repairs
- Preparation for future development of spaces within the school and additional provision
- Carry out any reasonable instructions of the Premises Group relating to the cleaning and maintenance of school premises.

Responsibilities

This will involve:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring equal opportunities for all. Understand, comply with and promote equalities in own work; to undertake appropriate training, and challenge racism, prejudice and discrimination.
- Contributing to the overall ethos/work/aims of the school.
- Understanding and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities and performance development as required.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training and being able to demonstrate competence.
- Participating in the on-going development, implementation and monitoring of the service plans.
- Supporting school and local authority initiatives.
- Actively sharing feedback on School policies and interventions.
- Actively participating in and attending a variety of School events.

Confidentiality and Data Protection

This will involve:

- Being aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data and ensure that all administrative and financial processes carried out in this role comply with this.
- Maintaining client records and archive systems, in accordance with school procedure, policy and statutory requirements.
- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.
- There are strict rules and protocols defining employees' access to and use of the school's and the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation.
- There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and Safety

- Every employee is responsible for their own Health & Safety, as well as that of colleagues and pupils, and visitors. Co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Be a Fire Warden and assist with evacuations

Green Statement

This will involve

- Seeking opportunities to demonstrate and encourage good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Person Specification

- Ability to be organised and systematic about one's own work load; prioritise and, where appropriate, delegate tasks.
- Ability to work on own initiative and as part of a team, recognising each member's individualities while also showing willingness to compromise and adapt according to the demands of the situation.
- Ability to be flexible and co-operative under pressure of time and the multifarious demands of School life.
- Committed to safeguarding and promoting the welfare of children and young people.

Knowledge

- Knowledge of relevant policies/codes of practice/procedures & an awareness of relevant legislation.

Skills and abilities

- Good numeracy skills: to ensure accurate accounting by self and suppliers.
- Good literacy skills: to be able to write appropriate and accurate correspondence; and to proofread school communications.
- Good verbal and written communication skills: including the ability to relate well to children and adults; to build and maintain positive relationships and project a positive image of the School at all times.
- Experience of caretaking or premises management, building cleaning or building management
- Experience in using cleaning equipment
- DIY skills and ability to carry out general repairs
- Ability to use general office equipment & resources effectively and efficiently.
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these.
- Ability to lift and carry heavy items from time to time

Special conditions

- Subject to a DBS prior to starting and regularly updated.
- Present a smart and professional appearance.
- Ability to identify own training & development needs & cooperate with means to address these

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

Notes

We believe that everyone is unique, and we welcome your application whatever your background or situation. Under-represented groups such as women, ethnic minorities, people with disabilities & members of the LGBTQ+ community are strongly encouraged to apply.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The offer of this post is subject to statutory clearance by Disclosure and barring Service and Teacher's prohibition list check. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.