

SHOTTERMILL INFANT SCHOOL



JOB TITLE: Caretaker (Part-Time)

REPORTS TO: Head Teacher

PAY GRADE: Surrey Pay Grade SP3 (current range £16,334 - 17,866) FTE

HOURS OF WORK: 15 hours a week, term-time only + some additional hours during school holidays as agreed in advance
(7.30am -9.30am + 5 flexible hours: Monday to Friday, 39 weeks a year - term-time plus 5 INSET days)

JOB PURPOSE

To provide security, caretaking and general maintenance service to the school to minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises, and loss of property through theft outside normal school hours.

PRINCIPAL ACCOUNTABILITIES

The principal accountabilities are as set out in 1 - 5 below. The tasks under each accountability serve to indicate the range of duties involved. These are not exhaustive and it is not intended that every School Caretaker will undertake the full range of tasks, depending on the nature and organisation of the school. A guide as to the approximate % time likely to be spent in each area of accountability is given, although this will vary according to the requirements of the school.

1. SITE MAINTENANCE (50%)

Contribute to maintaining the site in a good state of repair and maintaining heating and lighting to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.

TASKS

- Operate heating plant to maintain required temperatures, ensuring, where appropriate that adequate supplies of fuel are available. Carry out frost precaution procedures as necessary. Ensure adequate heating and lighting to all parts of the premises and, if either system fails, activate the recommended emergency procedures.
- Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.
- Undertake emergency and first line maintenance repairs within capability and training.
- Liaise and supervise maintenance contractors, including grounds maintenance.
- Ensure site bins (internal and external) are emptied and there is sufficient soap/hand towels/toilet rolls each morning.
- Ensure the outdoor classrooms and wild garden are kept clean and tidy and ready for use.

2. GROUNDS MAINTENANCE (30%)

Keep the site clean and tidy to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

TASKS

- Keep all outside hard areas clean, safe and tidy, e.g. litter clearance, leaf sweeping, gritting pathways.
- Some grass mowing and trimming of low hedges; keeping flower borders weeded.
- Collect and dispose of refuse.

3. SECURITY (5%)

Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents.

TASKS

- Operate, where necessary, the security systems on the premises, ensuring that all premises are secure upon departure.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

4. PORTERING (5%)

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

TASKS

- Transferring goods and materials delivered to the school to appropriate locations around the school site.
- Setting out and clearing away of tables and chairs in connection with assemblies, school plays, governor meetings and parents' evenings.

5. MONITORING (10%)

Maintain procedures to ensure that the school site is kept in a good state of repair, safe and stocked with all necessary supplies.

- Inspect the site and report to Headteacher/Bursar on the need for repair and maintenance work.
- Check supplies of cleaning materials, personal hygiene products and sundry items and replace as required.
- Carry out routine check on fire fighting equipment and ancillary equipment, e.g. automatic pumps, maintenance of batteries etc. PAT testing electrical equipment on a rolling programme.
- Record meter readings for gas, water and electricity.

WORK CONTEXT

- Job holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. Direction provided by Headteacher/Bursar.
- Works within agreed procedures to achieve objectives
- Decision making, unless minor, referred to Headteacher/Bursar.
- Some physical effort required, eg furniture moving, portering. Involves some outdoor working.

DIMENSIONS

Job holder not directly responsible for any budgets/staff/expenditure.

PERSON SPECIFICATION

- Basic general education
- Basic DIY skills
- Willingness to take part in training
- Full driving license required
- Positive 'can-do' attitude

KNOWLEDGE

Any knowledge required can be acquired through on the job guidance and training

SKILLS AND ABILITIES

Listening actively, demonstrating understanding of communications received and responding appropriately.

Communicating mainly oral information to the right people in a timely and clear manner.

RELEVANT EXPERIENCE

Experience in a role where job holder has had to demonstrate reliability and ability to follow instructions.

Other Requirements

Reliability essential, eg in securing school.

Physical ability to carry out manual handling tasks, ie lifting, climbing and moving of items.