



Post Site Caretaker

Salary: £34,689 (S02)
Hours: 35 hours per week, 52 weeks per year
Annual Leave From 26 to 34 days per year
Start Date: 01 January 2021

Responsible to:

- Head Teacher
- School Business Manager (SBM)
- Governors Resources Committee

Important internal relationships:

- Pupils and parents
- Other members of staff
- The Governing Body

Important external relationships:

- Contractors
- Site visitors
- Lettings

Main Purpose of the Post

- Under the direction of the School Business Manager (SBM), to be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users;
- The person appointed to this role will be expected to have enthusiasm and commitment for improving the school within areas of their responsibility. To be flexible and adaptable in meeting the varying (and at times unexpected) needs of a large school and able to manage a physically demanding schedule;
- The post holder will be able to (at the direction of the SBM) liaise with, manage and direct on site contractors for routine, planned and emergency maintenance and repairs ;
- To be familiar with the safeguarding and welfare requirements of all stakeholders within the school, and to carry out their duties with these requirements in mind.

Security

- Be responsible for the routine and emergency opening and closing of the school premises and grounds (including lettings) including checking the site for hazards, damages and intruders; setting of alarms and ensuring the school is locked and secure;
- Be responsible for opening and closing all school gates at agreed times and as and when required, monitoring usage and behaviour inside and immediately outside the school;
- To act as a key holder and ensure the security of the premises as delegated by the Headteacher and SBM;

- In the absence of the SBM contact the appropriate Emergency Services, Council Department or Contractor and a member of the Senior Leadership Team in the event of emergencies; fire, flooding, break-in, vandalism, accident etc.;
- Take the lead in the management of the school Asset Record and Asset management;
- Ensure that lighting is kept in good working order and issues promptly notified to SBM;
- Take measures as deemed necessary to ensure the protection of the school and its users. Ensure the premises are free from hazard and are safe, warm and secure;
- Assist in the management and viewing CCTV coverage as required.

Health & safety

- Check fire appliances and all school alarms at regular intervals and report any defects to the SBM;
- Assist in keeping records of evacuations and fire drills;
- Maintain adequate supplies of cleaning, spares and operational resources and materials ensuring they are stored appropriately;
- Where possible, ensure safe access to school buildings, and where appropriate the overall site, in the event of snow, ice, flooding or other emergency situations in line with the school gritting policy;
- Carry out emergency duties during and outside the school day e.g.: removal of body fluids, unblocking toilets, broken glass, ice, debris thrown or dropped in school grounds and damage caused by vandals, fire, flood etc.;
- Take all necessary steps to keep the premises free from infestation from pests and vermin ensuring all their evidence is promptly removed;
- Be familiar with and implement all risk management procedures and policies for example, but not limited to Health and Safety, Fire Safety;
- Ensure that all Contractors comply with the required Health and Safety procedures
- Maintain appropriate Risk Management procedures and policies for example PUWER records, ladder checks, site maintenance records, asset register management.

Repairs & Maintenance

- To use a wide range of equipment and machinery to undertake repairs and maintenance;
- Undertake a range of repairs/works as directed by the SBM that contribute to the maintenance of the school premises. For example, but not limited to: - painting and decoration, small scale improvements, repairs to fittings and fixtures, grounds maintenance;
- In liaison with the SBM escorting Contractors and supervise monitoring works are carried out to the required standard
- Undertake and /or organise contractors to complete the required testing on water and electrical appliances etc. (incl PAT testing) keeping records as required;
- Operate and check heating and water supply plant in accordance with manufacturer's instructions and other relevant guidance, including checking automated systems, to ensure they are maintained to the required standard;
- Assist in the monitoring of energy and gas usage as directed – including ensuring all non essential equipment is not left running when not in use;
- Monitor standards of the cleaning contractor, ensuring correct hours are being worked and that specialised cleaning is carried out at specified times. Report any concerns to SBM

- Identify and report to the SBM any evidence of major or minor defects to the site via the weekly site check list or on an emergency basis.

General Duties

- Move and distribute furniture, equipment and stores (deliveries) as required;
- Keep the site litter, weed and vandalism free at all times.

Additional Responsibilities Associated with this Employment

- To play a full part in the life of the school community, to support its vision aims and ethos, and to encourage other staff and pupils to follow this example;
- To work within the school's health and safety policy to ensure a safe working environment for staff, children and visitors, completing risk assessments where necessary;
- To work within the school's Equal Opportunities Policy to promote equality of opportunity for all children and staff;
- To maintain a high professional standard of attendance, punctuality, appearance, conduct and positive relations with pupils, parents and colleagues;
- To demonstrate an ongoing commitment to personal professional development;
- To undertake other duties as may reasonably be required or requested from time to time related to the needs of the school.

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together To Keep Children Safe in Education (2020) in relation to child protection and safeguarding children and young people as this applies to this role within the organisation;
- To be fully aware of the principles of the Schools Safeguarding policy;
- To ensure that the Safeguarding team is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

Training

- The post holder will be responsible for keeping their training and professional development up to date;
- Training requirements will include, but are not limited to :- Safeguarding, Fire Awareness, Asbestos Awareness, Working at Heights, Risk Assessment and Health and Safety, PUWER, Legionella Awareness and First Aid. The school may also delivery local whole school training periodically to which the post holder must engage with.

General Terms

- Whilst this job description aims to outline the main duties and responsibilities of the post, each individual task undertaken may not be identified, and the premises officer is expected to show flexibility and adaptability in meeting the varied and at times unexpected needs of the school.
- The post holder is required to comply with any reasonable request from the SBM or the Headteacher to undertake work specified in this job description or other tasks that fall within the nature and scope of this role.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The post will be subject to reviews at two, four and six months and yearly appraisals thereafter.
- The post holder will be subject to the prevailing school policies adopted locally, by the School Governing Body and/or Lambeth Council. The post holder will be familiar with the contents of the school policies and their conduct be guided by these policies at all times.
- This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

• Willingness to make a full and positive contribution to the environment and security of the school.

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• To be enthusiastic, energetic, conscientious and committed