**Viewley Hill Academy**

**Caretaker – Job Description**

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| Job title: | Caretaker |
| Reports to (job title): | Headteacher / School Business Manager (SBM) |
| Hours of work: | 34.5 hours per week |
| Salary: | £18734.43 |

**Main duties/responsibilities**

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| **Site security** |
| Act as a keyholder for the school site, unlocking and securing all access and egress points at the start and end of every day the school is open. |
| Be on-call to respond to the school’s security alarm at all times, excluding agreed holiday periods. |
| Work with SBM to ensure effective management and communication of all contractors. |
| **Organisation and maintenance** |
| Ensure internal and external cleaning is carried out efficiently and to a high standard. |
| Ensure gutters and drains are kept clear and free flowing. |
| Ensure the school’s heating system and other services, e.g. floodlighting and surveillance systems, run correctly by undertaking regular maintenance checks. |
| Ensure all lights are switched on and off at the start and end of every day the school is in use, and carry out necessary maintenance, e.g. changing bulbs. |
| Carry out and maintain expected school records for weekly/monthly/annual inspections of all school buildings, fittings and fixtures, and undertaken minor repairs where necessary. |
| Safely operate and maintain all machinery and equipment in accordance with the manufacturer’s instructions. |
| Maintain tidy and organised workspaces and storage areas. |
| Ensure reporting process for problems relating to the school site and building is adhered to. |
| Prepare the school premises and site for after school activities, e.g. functions and events, and ensuring the premises is tidied afterwards. |
| Ensure the safe and secure storage of all toxic and flammable substances, in line with policy. |
| Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment. |
| Maintain departmental stock levels, e.g. cleaning products, light bulbs and paint, and order more stock with the SBM’s authorisation. |
| Organise and liaise with contractors to ensure any large maintenance work and repairs can be carried out suitably. |
| Work with the SBM to ensure value for money is achieved across all relevant services, e.g. when getting quotes from contractors. |
| Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture. |
| Promote and adhere to recycling and environmental initiatives set up by the school and local council. |
| Ensure safe working standards are observed at all times, and adhere to and promote the school’s policy and procedures in relation to health and safety. |
| Respond to fire alarms and carry out fire safety checks in collaboration with the Head Teacher |
| Maintain a smart appearance at all times, in line with policy, acting as an ambassador for the school and setting a good example for pupils. |
| Keep up-to-date records relating to health and safety, fire safety and any evacuation procedures that have been carried out. |
| **Other duties** |
| Liaise with the headteacher and review the Adverse Weather Policy to ensure the school site is safe in adverse weather, e.g. snow. |
| Ensure adequate risk assessments are undertaken and help to review these where necessary. |
| Follow the school’s procedures relating to manual handling and lone working. |
| Ensure all hirers follow the school’s lettings policy and procedures while using the school site. |
| Work with the SBM to identify any training and development needs, and actively seek out CPD opportunities as required by the school. |
| Adhere to the school child protection policy in order to promote the safeguarding and welfare of young people. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | * A qualification in English and Maths | The successful candidate will hold:   * A relevant qualification, e.g. in joinery, plumbing, electrical, grounds maintenance. * A full UK driving license. * An up-to-date qualification in first aid. |
| **Experience** | The successful candidate will have experience of:   * Working in a trade or as a maintenance manager. * Some experience in building maintenance, cleaning, plumbing, electrics or gardening. * Creating reports relating to health and safety, fire safety and evacuations. * Working within the requirements of legislation, e.g. the Health and Safety at Work etc. Act 1974. | * Working within a school environment. * Working in accordance with school policy and procedures. * Promoting pupils’ welfare and education. |
| **Knowledge and skills** | The successful candidate will have:   * Basic ICT skills. * Good English and maths skills. | * A grasp of, and be able to implement, statutory requirements pertaining to education, e.g. relating to safeguarding principles. * An Understanding of COSHH * An Understanding of Risk Assessments |
| **Personal qualities** | The successful candidate will have:   * The ability to work independently and as part of a team. * A positive attitude to work. * An enhanced DBS certificate and barred list check. * A good attendance and punctuality record. * Excellent time management and organisational skills. * High expectations of self and professional standards. * The ability to maintain positive and successful working relationships with all school stakeholders (parents, community, children and staff). * Flexible and adaptable * High levels of drive, energy and integrity.   The successful candidate will be:   * Able to promote good behaviour consistently. * Able to plan and take control of situations. * Committed to contributing to the wider school and its community. * Capable of handling a demanding workload and be able to successfully prioritise work. |  |