

## JOB DESCRIPTION

<b>CARETAKER</b>	
<b>Scale</b>	D – Points 3-4
<b>Hours</b>	32 hours per week – part time 7am – 10 am and 3.05pm to 6.30pm Monday to Thursday and 7am-10am and 3.10pm to 6.30pm Friday.
<b>Section</b>	Site/Support Staff
<b>Responsible to</b>	Headteacher & Trust Facilities Manager
<b>Responsible for</b>	This position has some responsibility for line management

<b>Job Purpose</b>	Under the direction of the Headteacher & Trust Facilities Manager, provide a first class site service to the school and to maintain a safe, clean and pleasant environment for all students, staff, contractors and visitors whilst on site, meeting all applicable H&S safety standards and relevant legislation.
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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	<ul style="list-style-type: none"> <li>• Site security – carry out security procedures for the school buildings and grounds. Routine and non-routine opening and closing and security of school buildings and grounds. Take appropriate action to prevent trespass on the school premises and grounds. Ensure that any unauthorised parking of vehicles on the school site does not occur.</li> <li>• Site safety – Be aware and work within the regulations regarding Health &amp; Safety at Work, COSHH etc. Conduct weekly checks of the fire alarm. Conduct weekly checks of the emergency lighting system. Carry out regular checks of the site and ensuring the removal and safe disposal of dangerous or hazardous items or materials. Ensure cleaning and site equipment is in a safe working condition. Provide emergency access to the school buildings and grounds in the event of snow, flood or similar emergency situations.</li> <li>• Site maintenance – Maintain and repair basic tools and equipment. Carry out minor or temporary maintenance and repairs of buildings. Report items, repairs and maintenance work required that is beyond competence of site staff. Direct</li> </ul>
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contractors to the sites of repair and/or maintenance. Inspect work of contractors. To maintain the boiler rooms, keeping them safe and tidy. Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water is available. Carry out frost, ice and snow precaution procedures and procedures in event of break in, fire, flood and accidental or major damage. Inspect drains, gullies and gutters regularly to ensure they are free flowing and clear, dealing with any blockages as necessary.

- Lettings/Other school activities – Liaise regularly with the Headteacher with regards to issues and changes to bookings. Liaise with relevant staff/consult school diary in respect of internal lettings, after school activities and evening meetings to ensure rooms, halls and areas are laid out with required furniture and equipment. Provide cover for lettings and any other duties deemed appropriate in the event of staff absence or at peak times.
- General duties - ensure all paths, steps and play areas are free of litter, leaves and debris. Ensure adequate supply of fuel, light bulbs and janitorial materials are always available. Receive deliveries of stock, materials etc. ensuring appropriate storage or onward delivery to the relevant department. Move equipment, resources and furniture as required.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school
- Working hours 07:00 – 10:00 & 15:10 – 18:30 Monday to Friday, with flexibility.
- Complete training as required.
- Participate in the school's appraisal process.
- Perform any other reasonable tasks within the range of the salary grade.

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**