

POST TITLE: Site Maintenance Caretaker

RESPONSIBLE TO: Facilities Manager & members of the Leadership Team

POST GRADING: OS3

(i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.

(ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

JOB PURPOSE

To provide a well maintained and safe environment for users of the school buildings and grounds.

MAIN RESPONSIBILITIES AND TASKS

The normal duties of the post holder will usually include the following:

- Grounds maintenance including grass cutting, hedge trimming and line marking.
- Painting and decoration as and when required.
- Minor repairs and improvements
- To be a key holder and attend to call outs outside of normal working hours.
- General portage duties including movement of furniture and equipment within the school.
- Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- Deal with problems, unexpected situations and emergencies.
- Ensure that equipment is properly maintained and in good working order.
- Ensure adequate supplies of domestic consumables are in all classrooms and toilets.
- Carry out rubbish removal as necessary and ensure bins are kept clean and tidy.
- Work collaboratively with cleaning staff to ensure smooth running and delivery of cleaning services.
- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible.
- Report any need for repair or maintenance work to the Facilities Manager.
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks.

OTHER DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To play an active role in the life of school.
- To undertake Health and Safety Training on areas within your remit.

PHYSICAL EFFORT

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

ADDITIONAL INFORMATION

The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder may be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments may be made.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

SIGNED:**EXECUTIVE HEADTEACHER**

SIGNED:**SITE MAINTENANCE CARETAKER**

DATED: