



VALENCE PRIMARY SCHOOL

CARETAKER JOB DESCRIPTION

Hours: 35 Hours per week, 52 weeks per year.

These posts are full time, all year round and the two-week shift pattern is either 6.30am to 2.30pm (1 hour lunch) or 10.30am to 6.30pm (1 hour lunch). The role involves cross site working.

Line Management Responsibility: None

Responsible to: Finance and Business Director (FBD)

Purpose of Job:

- To support both sites.
- To maintain security of both premises
- Working with the FBD and Headteacher, ensure health & safety and statutory compliance of all buildings are kept compliant
- To monitor the school's maintenance arrangements, including grounds and repairs and carrying out cleaning/repair functions as required.
- To work as a team across both sites covering leave, sickness, training when required.
- To be responsible for maintaining and continually improving the internal and external environment of the school to create the best possible conditions for learning and teaching.
- To supervise all facilities-related external contracts (and staff when they are on site) such as grounds maintenance, electricians, specialist contractors.

Main Duties

Premises Security & Site Management:

- Take responsibility for ensuring all buildings are secure and intruder alarms activated at the end of each day.
- Respond to callouts, occasionally at night and liaising with LBBB control.
- Open and close the premises for lettings
- Ensure school is open and adequately staffed by site staff for day-to-day school activities.
- Dealing with appropriate breaches of security and communicating to relevant staff or LBBB control room and emergency services
- Take responsibility for ensuring the intruder alarms and fire alarm systems are updated and maintained, ensuring all faults are dealt with and reported immediately.

- To take responsibility for managing all subcontractors/visitors on site, overseeing their work and ensuring they always work safely.
- Ensure and coordinate periodic testing of fire alarm system.
- All Premises staff to form part of the keyholder list – caretakers to act as first point of contact.
- Working in partnership with the FBD and Headteacher to source and procure services when required.
- Where necessary, clean up any spillages that occur across the school, this to include if students become ill, this will include vomiting

Maintenance of School Building & Grounds:

- Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff meeting H&S guidelines. Clear wildlife faeces where necessary.
- Arrange and carry out emergency cleaning and removal of graffiti
- Operating an agreed programme of planned maintenance under the instruction of the FBD, using the computerised compliance system to update progress.
- Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
- Maintain boiler rooms and boiler room steps. working to strict health and safety procedures.
- Checking premises are at correct temperature at designated times via Individual Units/Control Panels.
- Replacing lights, tubes, diffusers, starters where necessary
- Ensure downpipes drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths.
- Preventing unauthorised/unsafe parking on school site
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency service
- Oversee any reasonable key requests and orders and distribute to stakeholders
- Locking and unlocking internal and external doors as required
- Ensuring fire doors are free of clutter and obstructions
- To minimise hazards including checking location of firefighting equipment and alarm bells

- Support all departments in putting up and taking down of external or internal equipment
- Raise purchase orders for any site related hardware or equipment purchases

Respond to all Helpdesk requests through the school maintenance helpdesk system daily

Cleaning:

- Where necessary, clean up any spillages that occur across the school, this to include if students become ill, this will include vomiting

Liaise with the cleaner supervisor in relation to cleaning staff.

Porterage:

- Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
- Receiving and directing as appropriate all deliveries for the schools
- Keeping up to date records, inventories and forms as required
- Setting up and packing away for all school meetings and events

Compliance of Health & Safety:

- Ensuring compliance by periodic inspection of all areas
- Taking responsibility for ensuring appropriate signs and notices are displayed
- Taking responsibility for ensuring all hazards are removed
- Correct Uniform and PPE is always worn
- Ensuring fire exits are accessible and firefighting equipment is correctly positioned and serviced
- Ensuring all staff are aware of their responsibilities as appropriate
- To be trained and respond as Fire Warden for the School
- Carry out Weekly L8 Water testing or as required. Work with the Legionella testing service provider.
- Take responsibility for ensuring pest control is under control informing appropriate agencies when required.

- Carry out Weekly Fire Door checks/ladder checks or any other reasonable statutory requirement as directed by the FBD

Child Protection:

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Valence Primary School

General:

- Required to carry out all reasonable duties and responsibilities of the post
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Undergo and meet school conditions for a satisfactory enhanced DBS check • Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care
- Any other duties of an appropriate level and nature will also be required