



Bath & Wells Multi Academy Trust

Job Title:	Caretaker
Reports To:	Headteacher



Job Purpose

To carry out a range of duties to contribute to the security, safety and maintenance of the school premises, under the general supervision of the Headteacher (or other nominated supervisor).

Main Responsibilities and Duties

- As the main keyholder to be responsible for the security of the school premises and to assist the Headteacher in making any arrangements to cover periods of absence of other keyholders.
- Secure and maintain the schools building to the standards required by the school/the Trust.
- Responsible for the general maintenance of and securing of buildings, vehicles and the safe and proper use of equipment in regular use, ensuring safety and service levels are maintained.
- Recommend purchasing of items to Senior Management.
- Respond to day to day problems giving advice and guidance as required.
- Deal with the daily maintenance issues of the school site.
- To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required.
- To respond to security alarm or other call outs in accordance with agreed procedures.
- To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
- To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate.
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- To be responsible for taking and checking the delivery of stores, goods and equipment and arrange storage or distribution as required.
- To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
- To ensure that adequate supplies of fuel and water are available at all times.
- Ensure school is appropriately heated at all times.



- To monitor usage of electricity, water and any other fuel. Taking such meter readings as may be required.
- To clean defined areas of the school premises, together with any emergency cleaning needs.
- To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
- To set out/put away furniture for school events, and undertake general portering as required by the Headteacher.
- To make appropriate arrangements for the collection of school waste.
- To work within the schools established policies, procedures and techniques
- To undertake any other reasonable duties requested.

Supervision and Management

The post holder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

Problem Solving and Creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or other incidents occurring out of school hours.

Identification of health and safety hazards throughout the school premises.

Need to make correct decisions which may have immediate impact on the school operation.

Key Contacts and Relationships

Daily contact with the Headteacher (or other nominated supervisor) and cleaning staff. General contact with other school staff and contractors/suppliers.

Decision Making

Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher responding in line with agreed school policies and procedures.

Resources

Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided.

Working Environment

Some cleaning tasks and some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

A physically demanding job where frequent handling techniques etc need to be deployed.

PERSON SPECIFICATION

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Reporting To:	Headteacher

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working using health and safety procedures. • Experience in the supervision and maintenance of premises. • Health and Safety Qualified or willingness to undertake training. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to use discretion • Ability to plan and priorities work • Self-motivated and ability to use initiative to deal with situations • Ability to work in an organised manner • Ability to maintain confidentiality • Ability to undertake physical work 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Willingness to help • Flexible approach to work • Commitment to safeguarding and protecting the welfare of children. 	

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: