



## Park Primary Academy Caretaker job description.

Hours: Full time 37 hours per week, split shift, 52 weeks a year

Grade: SC5

Responsible to: Head of school. (HOS)

### **Purpose of Job:**

- To maintain the security of the site.
- Working with the HOS, ensure health & safety and statutory compliance of building are kept.
- To monitor the school's maintenance arrangements, including grounds and repairs. Carrying out cleaning/repair functions as 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 onsite) such as grounds maintenance, electricians, specialist contractors.

### **Main duties:**

Premises security and site management.

- Take responsibility for ensuring the building is secure and intruder alarms are activated at the end of the day.
- Respond to callouts, occasionally at night liaising with Havering control.
- Open and close the premises for lettings.
- Ensure the 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 of Havering control room and emergency services.
- Take responsibility for ensuring the intruder alarms and fire alarms 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 co-ordinate periodic testing of the fire alarm system.
- Caretakers to act as first point of contact of keyholders list.
- Working in partnership with the HOS to source and procure services when required.

## 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 maintenance under the instruction of the HOS.
- 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. 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 and paths.
- Preventing unauthorised/unsafe parking on school site.
- Dealing with appropriate breaches of security and communicating to relevant staff and 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.

## Cleaning:

- When 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 storage and moving of items of furniture, equipment and provisions as required.
- Receiving and directing as appropriate all deliveries for the school.
- Keeping up to date records, inventories and forms as required
- Setting up and packing away for school meetings and events.

## Compliance of Health and 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 all staff are aware of their responsibilities as appropriate
- To be trained and respond as Fire Warden for the School.
- Carry out weekly LB 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 requirements as directed by HOS.

## Child protection:



- 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 the strictest of confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

#### Notes:

- The Trust/school expects its employees to work flexibly within the framework of duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job role but which is within the remit of the duties and responsibilities.
- Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.