



Stoke Mandeville Combined School **Job Description for the Role of Caretaker**

Job Title:	Caretaker
Work Location:	School based
Reports to:	Site Manager
Salary Range:	Bucks Pay Range 2 – Points 11-15 (£24,874-£26,961)
Hours:	25 hours per week, Monday to Friday, 52 week contract (Full Time) 3 hours per day (to be negotiated)

GENERAL DESCRIPTION OF POST:

The Caretaker will be subject to the immediate day to day supervision by the Site Manager. The post holder will be required to ensure that the general upkeep of the building fabric and grounds are maintained, and carry out essential cleaning duties as necessary.

MAIN DUTIES AND RESPONSIBILITIES:

SECURITY

- To act as designated key holder/principal contact for police/emergency services out of normal school hours.
- To lock/unlock access doors daily – undertake visual inspection of all windows/doors/alarm systems.
- Ensure the security of the premises and contents at all times, including following forced or illegal entry.
- Responsible for ensuring that fire and burglar alarms are in working order at all times.
- Maintain appropriate service records of all emergency equipment.

HEALTH AND SAFETY

- Conduct regular health and safety inspections throughout the school and report to the Site Manager
- Responsible for ensuring that all emergency exits are in good working order and free of obstruction.
- Ensure the completion of accident forms as required.
- To maintain an overview of works undertaken within the school and site, ensuring health and safety aspects are included within the work specification.

ENERGY MANAGEMENT

- Monitor/control temperature zones across the site.

RESOURCE MANAGEMENT

- Receive and check deliveries. Verify invoices and submit to school office for payment.
- Ensure that appropriate stock levels of consumables resources are maintained.

BUILDING AND PLANT MAINTENANCE/REPAIR

- Ensure the regular and effective maintenance of heating plant equipment.
- Undertake minor maintenance and repairs to plant, equipment, furniture and fabric of the building.
- Following minor emergency situations e.g. small fires, spillage, etc., ensuring any mess is cleaned up, minor repairs are affected.
- Following approval, prepare and issue official orders for repairs and maintenance.

ENVIRONMENTAL MANAGEMENT

- Waste Management – responsible for arrangements relating to the collection and safe disposal of all waste materials and equipment. Ensure the safe and hygienic condition of the waste collection point.
- Ensure that all hard areas, play areas, drives, grounds and gardens are kept neat and tidy and free of litter/debris – to Environmental Protection Act standards.
- Ensure that all drives and approaches to the premises are kept clear of snow, ice and obstructions.
- Ensure that drains, gullies, gutters and rainwater pipes remain clear, free running (subject to reasonable access).

CLEANING

- Ensure that all areas that are assigned to this role are effectively cleaned.
- Liaise with the school cleaners to ensure that all areas of the school assigned to them are cleaned regularly and effectively.
- Ensure the regular and effective cleaning and maintenance of heating plant equipment, ventilation and sprinkler systems.
- Ensure the cleanliness and upkeep of the premises is maintained during school closures.

EXTERNAL USE OF FACILITIES

- Together with the Site Manager, ensure lettings are supervised, and liaise with school management and individual hirers – as necessary.
- In consultation with the Headteacher and Site Manager ensure that the hire of facilities is managed in the most cost effective manner.

PUBLIC RELATIONS

- Maintain good relationships with pupils, staff, visitors and users of the school's facilities.

In addition to the duties and tasks listed in the job description, the post holder will be expected to carry out duties as requested by the Head Teacher, which are reasonable, and without changing the general character of the role or level of responsibility entailed

