

## Job Description

<b>Position Title</b>	<b>Caretaker</b>		
<b>Location</b>	Withycombe Raleigh C of E Primary School		
<b>Reporting to</b>	School Business Manager/Headteacher		
<b>Position Number(s)</b>			
<b>Grade</b>	D		
<b>Directorate/Section/School</b>	CYPS		
<b>Effective date of JD</b>	14/06/19	<b>JE Job Number</b>	G.0976

### Job Purpose including main duties and responsibilities:

**Role:** Ensure that the school premises are secured and maintained to high standards while fostering good working relationships within the establishment. Comply with all aspects of Health and Safety at Work Act 1974 and all other relevant legislation. Manage the Devon Maintenance (DMP) contract.

### Responsibilities

- Carrying out security procedures for school buildings and grounds
- Maintain appropriate tools, equipment and consumables relating to the premises, ensuring they are stored securely.
- Check for and make safe any damage on a daily basis. Report higher level damage to the Headteacher/ School Business Manager to include graffiti, damage and vandalism
- Source contractors when necessary and liaise with School Business Manager
- Be aware of relevant Health and Safety legislation and comply with its requirements in all aspects of the work. Where required, training will be provided.
- Health & Safety requirements must be adhered to and the post holder should take a lead role in areas such as legionella testing, PAT testing, boiler checks, fire alarm testing etc. All records to be kept up to date and compliant with legislation
- Ongoing reviews of relevant Risk Assessments in accordance with H&S Policy including a full annual review
- Conduct termly Health & Safety Premises Inspections
- Security, including setting and disarming security alarm. Keyholder for school site.
- Regulation of heating systems
- Efficient ordering of stocks as necessary and the safekeeping of stocks of consumables
- Make decisions on programme of work given and deal with unexpected priorities
- Responsible for the care and maintenance of all school owned maintenance machines and tools
- Move furniture (portage) etc as required
- Attend training as and when required
- Attend occasional out-of-hours emergency call-outs and make safe any breach of security.
- Oversee the works of contractors on site carrying out general maintenance or school project work

### Key Tasks

To manage and participate in the following functions:-

- Undertake programme of maintenance tasks as and when required including, reactive repairs (prioritising where necessary), redecorating, premises improvements i.e. notice boards/shelving
- to ensure compliance of premises and self with Health and Safety regulations
- the security of the premises
- maintenance tasks and sourcing of higher-level maintenance as and when required
- clean windows/glass inside and outside

- Use products which fall under COSHH regulations and keep the COSHH register up to date

### **Outside Areas**

- Maintain and repair the perimeter of the premises as directed by the Headteacher / School Business Manager to include guttering, pathways, steps, gullies and fencing
- Carry out basic maintenance to include gutters, weeding, salting, gritting and litter clearing.
- Maintain outside bins keeping them clean and free of debris.
- Keep playground areas clean, including the Forest School area
- Monthly visual inspection of play equipment for obvious failings/problems
- Maintain school pathways, salting and gritting as necessary
- General gardening/grounds duties to include leaf clearance, planting/maintenance of planters/shrubs and flower beds

### **Other Duties**

- Form positive relationships with staff, children, parents, contractors and other school users.
- To undertake allocated tasks in a timely manner to ensure that disruption to school life is kept to a minimum
- Maintain a team approach to the comfort and décor of the school.

## Person Specification

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Experience	<ul style="list-style-type: none"> <li>◦ An understanding of basic maintenance work.</li> <li>◦ Understanding of security</li> <li>◦ Knowledge of relevant Healthy and Safety Legislation.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Experience pf working in a school</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application Form</li> <li>◦ At Interview</li> </ul>
Practical Skills/Abilities	<ul style="list-style-type: none"> <li>◦ Able to organise, prioritise and complete tasks efficiently</li> <li>◦ Able to plan programmes of maintenance improvements up to several weeks ahead.</li> <li>◦ Able to problem solve and use initiative</li> <li>◦ Ability to complete all paperwork /electronic files in relation to the post, including the use of the internet for resources/research etc</li> <li>◦ Handyman skills</li> <li>◦ Knowledge of moving and handling procedures.</li> </ul>	<ul style="list-style-type: none"> <li>◦ DIY/Handyperson Skills</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application Form</li> <li>◦ At Interview</li> </ul>
Communication	<ul style="list-style-type: none"> <li>◦ Ability to ensure effective cascading of information</li> <li>◦ Ability to communicate with a wide range of people</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application Form</li> <li>◦ At Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>◦ Able to act as part of a team</li> <li>◦ Ability to develop and maintain good relationships with colleagues.</li> <li>◦ Flexible attitude, able to respond to emergency call-outs and any other extra work requirements</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ At Interview</li> </ul>
Strategic Thinking	<ul style="list-style-type: none"> <li>◦ N/A</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>
Technology / IT Skills	<ul style="list-style-type: none"> <li>◦ Be able to access DDC support sites and keep records up to date.</li> <li>◦ Be competent in using email and electronic records</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application Form</li> <li>◦ At Interview</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>◦ COSHH, Manual Handling, Working at Height, Health and Safety Training.</li> <li>◦ Willingness to undertake training.</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application Form</li> <li>◦ At Interview</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>◦ Devon County Council and its staff have a Statutory obligation to implement anti-discriminatory and equal</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ At Interview</li> </ul>

	opportunities when carrying out their duties		
Physical	<ul style="list-style-type: none"> <li>◦ Able to carry out the duties of the post with reasonable adjustments where necessary</li> </ul>	◦	Pre-Employment Health Assessment
Other relevant factors	<ul style="list-style-type: none"> <li>◦ Commit and conform to DCC Standards</li> <li>◦ To be helpful and support staff in school where appropriate.</li> <li>◦ Willingness to participate in development opportunities.</li> </ul>	◦	<ul style="list-style-type: none"> <li>◦ Application Form</li> <li>◦ At Interview</li> </ul>