 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Title of post:** | **Full-Time Caretaker** |
| Purpose: | To assist the Senior Caretaker with his responsibility for the security, letting, Health and Safety, maintenance, caretaking and cleaning of school premises. |
| Responsible to: | Senior Caretaker, Premises Manager, Facilities Manager and Headteacher |
| Liaison with: | Senior Caretaker, Premises Manager, Facilities Manager, Headteacher and Premises Team |
| Working time: | Full time.In order to meet the needs of the school and the Senior Caretaker times and shift arrangements may need to vary to meet changing circumstances. There may also be some weekend work if required. |
| Local Government Banding: | 7-12 |
| Disclosure Level: | Enhanced |
| Main Duties: | To assist the Senior Caretaker with various duties in association with other caretaking staff. |
| Buildings: | * Act as keyholder and an emergency call out contact. The Caretaker will carry a designated mobile phone when on call.
* Security of the premises and its contents (this includes all the buildings and grounds), including CCTV and security alarms.
* Point of contact for contract cleaning company.
* Cleaning and caretaking of the premises.
* Assist with the maintenance of the premises, grounds and gardens (excluding major building work).
* Respond to Maintenance Requests (this includes faults picked up by the Caretaker or other Staff) that is within the Caretaker’s DIY capability.
* Ensuring that all reasonable precautions are taken against the risk of fire.
* Supporting after school events and hire of premises.
* Assist the Senior Caretaker with the quality control of cleaning standards.
* Dealing with lettings.
* Ensuring that the fire alarm system and fire fighting equipment is well maintained and that all reasonable precautions are taken against the risk of fire.
* Lighting and heating of the premises, including the school kitchen and dining room.
* Oversight of services, eg gas, water and electricity.
 |
| Health and Safety: | * Ensure compliance with Health and Safety requirements.
 |
| Additional Duties: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
 |
| Other Specific Duties: | * The daily maintenance checks of the school minibuses. Completion of check sheet and reporting of any fault beyond the Caretaker’s capability to the Senior Caretaker.
* All goods inwards, ensuring that goods are delivered to the correct destination.
* Action all Special Event Forms including those on the school calendar.
* Set out examination room as required.
 |



|  |  |
| --- | --- |
|  | * To support the school in meeting its legal requirements for worship.
* To promote the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.
 |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date written, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

……………………………………………………….. (Staff Member)

……………………………………………………….. (Line Manager)

