



*"Let the light of Christ shine in our school."*

# **ST ANNE'S CATHOLIC PRIMARY SCHOOL**

## **Caretaker/ Premises officer Job Description**

**Salary: Scale 6 spine points 18 - 20**

**Line manager: Headteacher/School Business Manager**

**Hours Per Week: 35hrs Mon-Fri All Year Round (52 weeks)**

*Annual leave to be taken in the school holidays by prior agreement with the School Business Manager & Headteacher.*

An annual review of this Job Description will take place as part of the St Anne's performance management process.

### **Main purpose of Role:**

The Caretaker will be responsible for the maintenance and security of the school premises and site, ensuring a Clean safe secure and warm environment.

The postholder will be required to undertake a mixture of indoor and outdoor work across the site. The nature of the work will require regular physical effort, including bending and stretching, pushing or pulling equipment and moving or lifting furniture. Most of the work is of a routine nature but will also entail responding to day-to-day events, including undertaking some cleaning repairs and maintenance as and when required or if requested by Head teacher or School business manager.

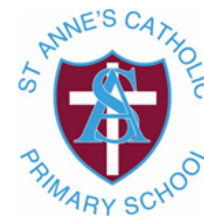
The postholder will be required to work effectively with a range of stakeholders, exchanging information as required with other staff and external contractors and provide high-quality customer service to parents, pupils and other stakeholders, responding in a timely fashion to ad hoc requirements.

They must have a due regard for safeguarding and promoting the welfare of children and to follow all associated child protection and safeguarding policies as adopted by St Anne's.



### **Key Duties and Responsibilities:**

1. To ensure that buildings and the site are secure, including during out of school hours, and take remedial action if required.
2. To act as the designated key holder for the school premises including out of hours school holidays and for lettings.
3. To operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) report and liaise with professionals
4. Highlight and discuss with Head teacher or SBM emergency repairs
5. In line with budgets, schools Health and Safety guidelines and procedures and own capabilities undertake minor repairs and maintenance of the buildings and site (i.e. those not requiring a qualified craftsman)
6. To arrange and record on STATLOG regular maintenance and safety checks weekly monthly and annually, such as: meter reads, alarm testing, heating safety, equipment, water temperature.
7. Ensure appropriate vetting has been passed to SBM or front office, oversee on-site maintenance contractors, checking that work is completed to required standards and within required timescales. To raise any concerns with Head or SBM.
8. To monitor consumables and stock and order supplies such as hand towel, toilet paper soap, salt lighting etc ensuring daily and annual top ups.
9. To undertake general portage duties, including moving furniture and equipment within the school set ups and set downs for lettings events and all school activities.
10. To perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to responsible officer immediately SBM or Head.
11. To undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
12. Monitor gates working correctly doors and entrances are not blocked Safety of pupils in car park during busy periods in day
13. To ensure the operation and maintenance of specialised equipment following training, for example staging, scaffolding and leaf blowing equipment.



14. To monitor the work of cleaning staff raise and highlight concerns.
15. Be on site for events after school parent evenings annual school fairs to facilitate lettings and carry out associated tasks, in line with local agreements.
16. Monitor rubbish in and around the school support collections and storage ensuring LA pickups done in line with contract.
17. Gardening cleaning leaves making safe when wet or excessive watering and clearing weeds.
18. Banking as required by School Business manager or admin team
19. Gate duty scheduled times in line with St Anne's school day and safeguarding team guidance to make regular checks throughout the day toilets, playground for safety and cleanliness.

#### Person Specification

##### Essential knowledge:

- An understanding of basic health & safety requirements.
- Can communicate clearly to all sections of the school community verbally, via computer and in writing.
- Some Exposure of H/S within a school setting

<b>PERSON SPECIFICATION</b>	Essential ( E )	Desirable ( D )
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good level of literacy and numeracy</li> <li>• NVQ level 2 or equivalent in literacy and numeracy</li> </ul>	E E	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Basic plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance</li> <li>• Working within a school setting</li> <li>• Liaising with external contractors</li> </ul>	E  E E	D



<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Ability to alert the school to unsafe practices</li> <li>• Understanding of the context in which the schools are working</li> <li>• Proven ICT skills: Emails, Microsoft Word, Microsoft Excel, CCTV monitoring system</li> <li>• STATLOG online diocese programme of maintenance.</li> <li>• An ability to undertake risk assessments in relation to premises function</li> <li>• Knowledge of health and safety issues relevant to the post including legislation and COSHH</li> <li>• An understanding of Health and Safety and security issues</li> <li>• A knowledge of good security practices</li> <li>• Ability to understand and apply school policies related to the post including those that relate to positive handling</li> </ul>	<p>E E  E E  E E</p>	<p>D      D</p>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Ability to relate well to staff, governors, parents, outside agencies and pupils, and be assertive when necessary</li> <li>• Ability to maintain accurate records</li> <li>• Good organisational skills – ability to complete tasks to deadlines personally or through colleagues</li> <li>• Ability to negotiate desired outcome (i.e. prices, deadlines)</li> <li>• Ability to use a range of tools/cleaning equipment relevant to post</li> <li>• Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms</li> <li>• Self-motivated</li> <li>• Ability to work with minimum supervision</li> <li>• Willingness to undertake personal development and training</li> <li>• Ability to work as part of a team</li> <li>• Flexible – prepared to work some hours outside normal working hours</li> </ul>	<p>E E  E E E  E E  E  E</p>	<p>          D  D</p>

**This job description is not intended to be an exclusive or an exhaustive list and be subject to other duties within the scope of the post and as required by the School Business Manager or Headteacher**