



Job Description: Caretaker (SC3)

Reporting to: Site Manager

Location: Walkwood Church of England Middle School

Grade: SC3 (Point Range 5-6)

Status: Permanent (subject to successfully completing a six-month trial period)

Hours of work: 20 hours per week

Salary: £10,439 - £10,648 (based on 20 hours per week)

Hours of work: Monday to Friday, 20 hours per week (2 pm – 6 pm each day Monday to Friday). The job holder will be required to be flexible and variation to these times may be necessary on certain occasions when building works, lettings, holiday cover, parents' evenings, meetings, emergency situations, adverse weather conditions etc. occur. At present a later lock-up on most Fridays is required at 8 pm due to an external performing arts company running classes at our school. Late lock-ups will be split between the Caretaker and the Site Manager.

The Caretaker will also be required to attend work at other times for example when the Site Manager is on holiday or absent from work.

Annual Leave: 23 days plus bank / public holidays. An additional 5 days' leave per year will be granted from the leave year following the completion of five years' continuous service

Disclosure Level: Enhanced DBS – Disclosure and Barring Service

Purpose

The job holder will ensure that a safe school environment is provided that is properly heated and lighted in order to support the effective teaching and learning of pupils and its full use by the staff, pupils and visitors who occupy the school. The Caretaker will maintain a clean, attractive and welcoming site through a process of routine maintenance of buildings, grounds, fixtures and fittings and will have proven experience in completing typical handyperson / decorating tasks with a good understanding of health and safety procedures.

Responsibilities

Security & Access of Premises

The job holder will:

- Be a key holder ensuring site security and report any problems or concerns to the Site Manager;
- Ensure that the premises are open prior to the start of the day and secured at the end of it (as appropriate);



- Liaise with the police and emergency services and attend call outs as necessary;
- Endeavour to prevent trespass on school grounds and deter unauthorised parking of vehicles;
- Provide access to school buildings in the event of snow, minor flooding or emergency situations;
- Be aware of all school events and ensure access and appropriate facilities are available;
- Facilitate site access and safe usage for contractors and lettings outside of normal hours within reasonable limits;
- Liaise with the Site Manager in advance of security arrangements during all school holidays.

Site Maintenance

The job holder will:

- Regularly check on the condition of the building and report to the Site Manager the nature and extent of any required repair work;
- Be responsible for the proper use and safekeeping of larger items of plant and machinery;
- Liaise with the Site Manager when required to contact approved contractors;
- Assist the Site Manager to maintain an inventory of all school assets and report on their condition;
- Operate the heating, lighting and plumbing systems in the school as required;
- Maintain records of routine checks including mandatory checks such as asbestos visual checks, function test of emergency light units, visual check of fire extinguishers, check operation of fire doors release devices, test fire call points, water hygiene testing of temperatures for legionella prevention, flush through showers and ensure shower heads are descaled;
- Liaise with pest control companies;
- Undertake cleaning duties as required.

Health & Safety

The job holder will:

- Maintain appropriate records including fire alarm log book, emergency lighting and water tests;
- Assist with weekly fire alarm checks and regularly check fire extinguishers, as required by the Site Manager;
- Carry out checks in accordance with the health and safety policy;
- Arrange and monitor statutory checks of electrical equipment, lifting and handling equipment, outdoor equipment and PE equipment;
- Carry out agreed procedures in the event of fire, flood, breaking and entering, accident or major damage;
- Have the knowledge of the school's electricity circuits, piped services and control valves in the event of an emergency;



- Carry out daily perimeter and grounds checks to ensure pupil, staff and visitor safety, reporting any criminal damage to the Site Manager;
- Ensure that all playing surfaces are safe;
- Ensure the school grounds are free from litter and leaves;
- Clear snow / ice and grit and salt pathways;
- Ensure that storm water gullies and drains are free flowing, using appropriate equipment and contractors as necessary;
- Keep the boiler room in a clean and tidy condition and free from extraneous materials;
- Ensure that cleaning undertaken by the cleaners is to a high standard and that COSHH requirements are met;
- Immediately clear up any hazards such as spill of chemicals, broken glass, bodily fluids etc.;
- Monitor the school minibuses in accordance with the school minibus policy.

General

The job holder will:

- Undertake portering duties as required and assist the loading / unloading of collections and deliveries to school;
- Set out and clear away chairs for school assemblies, meetings and parents' evenings as required;
- Carry out security related duties;
- Operate any fire, burglar alarms as directed;
- Present a good image of the school and carry out duties in a way that promotes the school's ethos and values;
- Undertake other duties at the same grade as directed by the Site Manager, Business Manager or Principal;
- Comply with the requirements of the Health & Safety at Work Regulations and take reasonable care for the health and safety of themselves and others at work and cooperate with colleagues in ensuring that health and safety responsibilities are carried out;
- Ensure that cleaning materials and equipment are made available to the cleaners;
- Participate in appropriate training activities and maintain own development to meet the changing demands of the job;
- Undertake lettings duties;
- Carry out repairs and painting / decorating.

The job holder will be required to carry out other caretaking duties as and when required and may be needed to work outside 'normal' hours, including some weekends, to facilitate lettings and contractor access. This may be achieved by flexing hours (or by working overtime), as agreed by prior arrangement.

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities,



Walkwood

Church of England  Middle School

Principal: The Reverend Clive Leach M.A., B.Ed., B.Th.

position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and school users.

All staff within the school are expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people; this post is subject to an enhanced criminal record check. Two satisfactory references will also be required.

Please contact Harry Sharpe, Site Manager at the school (01527 543361) if you are interested in applying for the job and would like to discuss the position in more detail.

To apply: Please complete a support staff application form which is held on our website and email to recruitment@walkwoodms.worcs.sch.uk by the closing deadline of 9am on Monday 1 November 2021. Many thanks.