



## Job Description and Particulars of Appointment

### Details of Post

- Title: Caretaker
- School/ Federation/Academy/Trust: Stokesay Primary School
- Reporting to: Mr O'Malley, Headteacher
- Main Workplace: Stokesay Primary School, Craven Arms
- Grade and SCP: Grade 4 SCP 5 to Grade 5 SCP 7

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

### Purpose of Post

Under the guidance of appropriate senior staff; be responsible for maintenance, security and facilities management services on school sites & premises and provide specialist support in a specific resource area. Be responsible for the maintenance of a clean and hygienic school exterior and interior.

### Principal Duties and Responsibilities

#### 1. Operational Tasks

Security;

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Liaise with contractors on site
- Provide emergency access to the school site (key holder)

Cleaning and Maintenance;

- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of buildings, fixtures, fittings, furniture,, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains.
- To carry out minor decoration programme as agreed with the Headteacher.
- To carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Headteacher.

- Provide emergency access to the school site.
- Liaise with contractors & undertake client role in connection with premises related contracts.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.

**2. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

**3. Data Protection and other statutory responsibilities**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

**4. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

**5. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....