

JOB DESCRIPTION

Job Title	Maintenance Caretaker		
Location	Ventrus (Georgeham C of E Primary School)		
Reporting to (job title)	Headteacher		
Grade	D	JE Job Number	V1046

Job Purpose

The main purpose of the job is to be responsible for the general maintenance needs of the school and provide a caretaking service.

Main Duties and Responsibilities:

Security and access to site

- To oversee the security of the premises and its contents including setting the burglar alarm. Check windows are closed and doors locked. Contact police if unable to move on trespassers. Ensure premises are secure at all times.
- To attend occasional alarm call-outs (emergency call-out rate will be payable).
- To arrange access to the site for lettings and ensure that pre-booked resources are available.
- Liaise with the Lead Administrator/Leadership team to organise and arrange access to the site for contractors and report to the Senior Administrator on their progress.
- To check for and make safe any damage, clean graffiti etc. and report any damage or vandalism.

Cleaning/cleaning supplies

- To ensure all cleaning equipment is maintained and inspection & maintenance records are kept up to date.
- To ensure that cleaning materials stock is maintained and that undue waste is minimised.
- To check toilets, washrooms etc and replenish toilet rolls, paper towels as necessary.
- To assist the cleaning staff in maintaining high standards of cleanliness, and safe use of products and equipment.
- Dilution of chemicals as necessary in line with COSHH regulations, full training will be provided.

Repairs and Maintenance

- Undertake routine building and general site maintenance tasks, internally and externally as and when required.

- To participate in alterations, repairs and improvements as directed by the Senior Administrator/Leadership Team.
- To maintain the pathways, driveways, steps and gullies: clearance of leaves and basic maintenance of surfaces to include weeding, salting and gritting.
- To clear and pick up litter at the direction of the Senior Administrator/Leadership team.
- To be responsible for assessing other repair work and reporting it to Lead Administrator/Leadership Team when necessary;

Testing

- Carry out any weekly testing required to include fire alarm, security, legionella etc.
- Complete all necessary paperwork to include all relevant test & inspection records.

Health and Safety

- To ensure compliance with Health & Safety regulations.
- To clear up spillages, including bodily fluids, when required.
- Carry out all duties in accordance with the Health & Safety at Work Act and any other relevant legislation.

Other duties:

- To set up and move furniture for assemblies, meetings, tests and functions.
- To assist users of the school site and to promote an atmosphere of caring and positivity.
- To carry out any other tasks, from time to time, as deemed necessary by the Senior Administrator.
- To work co-operatively alongside staff and pupils and to adhere to school/Trust policies and procedures.
- To work co-operatively with Trust colleagues and adhere to Trust processes, vision, values and expectations.
- To help with the unloading of deliveries and transporting of goods and equipment around the site.
- To check heating and lighting to ensure maximum efficiency in accordance with Trust policies.
- To maintain the caretaker's office and storage areas as safe, organised and clean working environments.
- To ensure that tools and equipment are well maintained and kept securely at all times.
- To assist the catering staff in maintaining high standards of cleanliness and maintenance. Compliance with food hygiene and Environmental Health standards.
- To take part in internal and external staff training to carry out duties effectively, attend meetings and participate in a programme of staff development.
- To monitor and deliver acceptable standards in all areas of the role.

- Assist Estates Lead with the planning and organisation of school refurbishment programmes and carry out the work involved where competent and trained to do so.

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management of People		Able to motivate others within a team positively	
Experience	<ul style="list-style-type: none"> • Experience of working in a similar position • Knowledge and skills of how to solve maintenance issues 		
Practical Skills	<ul style="list-style-type: none"> • Valid driving licence • Able to follow verbal and written instructions • Proficient in general maintenance duties including DIY, painting, glazing and carpentry 		Application and Interview
Communication	<ul style="list-style-type: none"> • Good communication skills, both written and verbal. • Able to accept and act on instructions 		Application and Interview
Personal Qualities	<ul style="list-style-type: none"> • A flexible working approach is required • Helpful and positive approach • Reliable • Good time-keeper • Be able to stay on task • Tidy and well organised 		Interview
Strategic Thinking	<ul style="list-style-type: none"> • Ability to multi-task and complete tasks • Able to manage own time effectively 		Interview
Technology / IT Skills	Basic IT skills, (training will be provided for relevant software packages as necessary)	<ul style="list-style-type: none"> • Experience of relevant software packages to update compliance and Health and Safety details 	Application and interview

Attribute	Essential	Desirable	Method of Assessment
		<ul style="list-style-type: none"> • Excel • Word 	
Education and Training		<ul style="list-style-type: none"> • Industry training and qualifications relevant to the role • Knowledge of COSHH regulations (full training will be provided) 	Application and Interview
Professional Registration			Certificate/Registration
Equal Opportunities	Ventrus and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		Occupational Health assessment upon appointment
Other relevant factors			

Signatures

Job Description agreed by:

Line/Originating Manager:

Name: _____ **Signature:** _____ **Date:** _____

Head of Service/Head teacher:

Name: _____ **Signature:** _____ **Date:** _____