**SYDNEY RUSSELL SCHOOL**

**JOB DESCRIPTION**

**POSITION: CARETAKER**

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SCALE: APT&C Scale 5 (£22,956 - £24,999 PER ANNUM)

HOURS & PAY: 35 Hours per week, 52 weeks per year

PURPOSE OF JOB:

* To maintain Secondary site and to cover for Primary site when caretaker absent
* To maintain security of both Premises
* Working with School Business Leader and Director of Assets (PL) ensure Health & safety and statutory compliance of all buildings are kept compliant
* To monitor the schools maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
* To work as a team across both sites covering leave, sickness, training when required.
* To be responsible for maintaining and continually improving the internal and external environment of the school in order to create the best possible conditions for learning and teaching.
* To manage all facilities-related external contracts (and staff when they are on site) such as cleaning, grounds maintenance, electricians, specialist contractors.

MAIN DUTIES:

Premises Security & Site Management

* Take responsibility for ensuring all buildings are secure and intruder alarms activated at the end of each day.
* Ensure school is open and adequately staffed by site staff for day to day school activities.
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency services
* Monitoring of school CCTV system ensuring it is in constant working order and dealing with requests and down loading footage when requested.
* Take responsibility for ensuring the intruder alarms and fire alarm systems are updated and maintained, ensuring all faults are dealt with and reported immediately.
* To take responsibility for managing all subcontractors/visitors on site, overseeing their work and ensuring they work safely at all times.
* Ensure and coordinate weekly/periodic testing of fire alarm system.
* All Premises staff to form part of the keyholder list – with resident caretakers to act as first point of contact.
* Working in partnership with School Business Leader and Director of Assets (PL) source and procure services when required.

Maintenance of School Building & Grounds

* Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff meeting H&S guidelines.
* Arrange and carry out emergency cleaning and removal of graffiti
* Operating an agreed programme of planned maintenance under the instruction of the School Business Leader.
* Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
* Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures.
* Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system
* Replacing lights, tubes, diffusers, starters where necessary
* Ensure downpipes drains and gullies are free flowing and clean
* Removing snow and other obstructions from main entrances, steps, paths.
* Preventing unauthorised/unsafe parking on school site
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency service
* Oversee any reasonable key requests and orders and distribute to stakeholders
* Locking and unlocking internal and external doors as required
* Ensuring fire doors are free of clutter and obstructions
* Weekly/Periodic Testing of sprinkler system
* Carry out any minor tarmac repairs
* To minimise hazards including checking location of fire fighting equipment and alarm bells
* Support all Departments in putting up and taking down of external or internal equipment
* Assist the Handyman with any reasonable repairs as and when required
* Ensure all stock is kept up to date and ordered

Cleaning

* To undertake agreed cleaning/Janitorial tasks not included in the schools cleaning specification.
* To ensure all toilet areas remain clean and safe during the school day, replenishing toilet rolls, towels when required.
* Clean up incidences during the day including vomiting, spillages or any reactive janitorial tasks

Porterage

* Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
* Receiving and directing as appropriate all deliveries for the schools
* Keeping up to date records, inventories and forms as required
* Setting up and packing away for all school exams and events

Compliance of Health & Safety

* Ensuring compliance by periodic inspection of all areas
* Taking responsibility for ensuring appropriate signs and notices are displayed
* Taking responsibility for ensuring all hazards are removed
* Correct Uniform and PPE is worn at all times
* Ensuring fire exits are accessible and fire fighting equipment is correctly positioned and services
* Ensuring all staff are aware of their responsibilities as appropriate
* To be trained and respond as Fire Wardens for the School
* Carry out Weekly L8 Water testing or as required
* Take responsibility for ensuring pest control is under control informing appropriate agencies when required.
* Carry out Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the Facilities Manager
* To be first aid trained and respond when required for all School/Leisure Centre incidents

Child Protection

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Sydney Russell School

General

* Required to carry out all reasonable duties and responsibilities of the post
* Respond to all Helpdesk Requests through the school maintenance helpdesk service
* Enactment of Health and Safety requirements and initiatives as appropriate
* All employees are required to declare any conflict of interest that may arise before or during their employment
* Undergo and meet school conditions for a satisfactory enhanced DBS check
* Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the schools policies and procedures
* Treating all information acquired through your employment, both formally and informally, in strict confidence
* To demonstrate a commitment to good customer care
* Any other duties of an appropriate level and nature will also be required

Leisure Centre

* To work as part of the Leisure Centre team providing a service Monday – Friday that includes security and safety of the school site.
* To work on a rota basis to cover weekend working (this is optional)