



JOB DESCRIPTION: CARETAKER

Post:	Caretaker
Responsible to:	Site Manager
Grade:	NJC Support Staff scale points 4 – 6
Terms:	32.5 hours per week: hours worked to be confirmed with successful candidate Term time plus 11 weeks (49.72 pay weeks) From £15,901 to £16,543

(Actual hours worked during school closure period to be negotiated with the Principal dependent upon the needs of the academy)

Base location: St. James' Church of England Primary Academy

Overall purpose: As directed by the Site Manager, to assist the Site Manager in, and hold delegated responsibility for, all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the academy. This includes security, cleanliness, portage, monitoring contractors, routine maintenance and refurbishment, minor repairs, health and safety, routine compliance testing and inspections, advising the Site Manager on suggested improvements to the general academy environment, to improve the productivity of site management and to carry out pre-planned and reactive maintenance programmes.

Job description: The job description will be reviewed regularly to reflect or anticipate changes to the role, commensurate with the salary and areas of responsibility.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed with the post holder at least once each year, and it may be subject to modification or amendment at any time, after consultation with the post holder.

With the academy staff the post holder will:

- Help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy
- Establish and maintain effective relationships and communication with parents, pupils, local governors and Trust central staff and Directors
- Help to promote the Trust's policies and procedures
- Help to develop a learning culture with high expectations in a safe and secure learning environment
- Maintain a high level of competence to deliver the schools requirements



- Ensure a working knowledge of the regulatory reform (fire safety) order 2005, health and safety at work act 1974, children's safeguarding and all relevant regulatory and legal requirements impacting on the school and services
- Possess a good ability to communicate effectively using records, reports, email and verbal communication with individuals and groups

General responsibilities, as directed by the Site Manager:

- To ensure that the maintenance of the academy buildings and environment are effectively undertaken
- To undertake repairs and refurbishment projects as required by the Site Manager
- Some lifting of heavy loads is, subject to appropriate manual handling requirements, required in addition to working at height

Specific Responsibilities, as directed by the Site Manager:

PREMISES MANAGEMENT

- To monitor and improve the day to day maintenance, repair and cleaning of the academy
- In conjunction with the Site Manager, to monitor and improve the day to day maintenance and repair budget and the cleaning materials budget
- At all times to raise the positive profile and reputation of the school
- Ensure all maintenance work meets relevant regulatory requirements as set by the HSE and Ofsted
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate and also regularly update the schools planned & preventative maintenance and inspection schedule spreadsheets
- To monitor work requests on the premises, ensure that day to day maintenance tasks and requests for minor works are undertake as expediently as possible and actions recorded in a timely manner
- To ensure that the academy grounds and any 'green' areas are maintained to a high standard, including mowing and pruning

SECURITY

- To be responsible for the security of the premises, liaising with Portsmouth and Winchester Diocesan Academies Trust, Police and other emergency services in this respect as necessary
- To be responsible for unlocking the academy during term time and for the locking and securing of the academy during school closure periods
- To ensure at the end of the day; all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly

GENERAL SITE DUTIES

- To ensure the academy is kept clean and tidy and is conducive to learning, e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets are checked daily for fresh supply of disposables etc.



- To ensure that halls and other meeting rooms are set out as required for meetings, collective worship and other events and cleared away afterwards including assisting the lunchtime supervisors in setting up/putting away of lunch tables.
- To ensure the main school hall floors are kept clean
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations, including COSHH are met
- To manage the provision of furniture moving as required in order that academy activities can proceed and that the entrance of the academy is always clear and welcoming
- To ensure that orders received into the academy are delivered to the appropriate area/person as necessary
- To ensure lamps, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To monitor and report IT issues as necessary
- To ensure all indoor and outdoor plants are adequately water during school closure periods
- To ensure the bins are cleaned periodically as required
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents, adhering to health and safety procedures
- To oversee the summer cleaning programme by the contract cleaners as required
- To carry out emergency cleaning if required
- To help the PTA set up for their events
- To set up the stage and lights for various productions throughout the year

HEALTH AND SAFETY

- To provide safe access to the academy in the event of snow, ice or flooding
- To have knowledge of the location of all water, gas and mains electric shut off valves/switches
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed Codes of Practice which are relevant to school health and safety

Policy and Procedures, as directed by the Site Manager:

ADMINISTRATION

- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested when required

To carry out other duties of a similar nature from time to time as may be required by the Site Manager and Senior Leadership Team

Safeguarding

- To have due regard for safeguarding and promoting the welfare of children at all times



St. James' Church of England Academy
A member of
THE DIOCESE OF CHICHESTER ACADEMY TRUST

- Follow all associated child protection and safeguarding policies as produced by the Trust
- To be a key holder for the Academy



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Portsmouth and Winchester Diocesan Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date

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