

Harting CE Primary School

Part of the Weald and Downland Schools Federation



Caretaker/Premises Officer

Job Description January 2023.

Harting Church of England Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Contract/Hours: Part-time - Term time only + 6 weeks

Salary Type: NJC Support Staff

Salary Details: Grade 4/5 dependent on experience - £21,575 - £22,777 pro rata.

Hours of Work: 20 hours per week across 5 days.

Location of Role: Harting CE Primary School

Main purpose

We are looking for a Caretaker/Premises Officer who will carry out a full range of duties, providing high standards of cleanliness, general security and maintenance of the school premises. Duties to include cleaning, handyperson activities, grounds maintenance and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Head teacher and Business Manager.

Duties and responsibilities

Key Tasks:

- Security of premises and key holding
- Assist the school in effective running of the heating
- General handyperson duties
- Replenish supplies associated with role
- Maintenance of school grounds
- Liaison and control of external contractors

Main Responsibilities

- Be responsible for the security of the school premises
- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures

- Undertake and record regular checks on play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising
- Identify and report building, furniture or fitting deficiencies and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors
- Regularly check safety of emergency doors and interior finger-trapping protection
- Undertake range of handyperson duties (ie those not requiring a qualified person) as directed by the Head teacher/Business Manager, that contribute to the maintenance of the school premises (eg remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc)
- Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work
- Monitor usage of fuel, electricity, water and take meter readings
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate
- Be responsible for general tidiness and safety of outside areas including:
 - Keep drains clear of obstructions
 - Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather
 - Treat car park and playground areas with salt/grit as appropriate
 - Ensure playground, paths and steps are free from leaves, moss, litter and mud
 - Check trees for broken/ overhanging branches that could pose a safety risk
- Maintain, if required, tubs and planters around school
- To maintain school grounds including:
 - Regular cutting of grass.
 - Regular cutting of hedgerows.
 - Clearing of leaves and debris from the school playground.
 - Maintenance of the external school entrance area.
 - Monitoring and clearance of playground drainage.
- Maintain staff and pupil toilet facilities, ensuring they are in working order and checking that appropriate supplies of consumables are available
- Deal with blocked toilets and blocked drains
- Set out/put away furniture for school events, etc and undertake general portering as required by the school
- Make appropriate arrangements for the collection of school waste
- Regularly clean designated areas of the school building and grounds according to instructions
- Replace (to a safe height) electric lighting
- Check the grounds and premises are safe for children to access safely
- Clean areas not cleaned by cleaning contractor

Health and Safety

- Comply with the requirements of Health and Safety at Work regulations
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head teacher or other senior person

Resources

- › Use manual tools and power tools for appropriate repair and maintenance tasks.
- › Research new resources that will improve the cleanliness and enhance the school, as appropriate
- › Have understanding of how to operate school alarm. Training will be arranged as necessary

Knowledge and Skills

- › Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements

Supervision Management

- › The post holder will often be required to work without direct supervision ie during school holidays, following lone working guidelines as necessary
- › The post holder will be responsible for having oversight of the work of the cleaner(s)

Key Contacts and Relationships

- › Weekly contact with the Head teacher or other nominated staff
- › Build positive relationships with school staff, responding willingly to reasonable requests for assistance
- › Be prepared to be flexible, on occasions, to stay beyond set hours in return for overtime payment or time off in lieu eg Open Evenings, Concerts
- › Some lifting is required. Cleaning may include the movement and handling of cleaning equipment, machinery and school furniture

The Caretaker will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the caretaker will be required to undertake. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.

Last review date: January 2023

Next review date: January 2024

Headteacher/line manager's signature:

Postholder's signature:

Date:

Date: