



Caretaker – Job Description

Job Title: Site Manager
Reports to: Headteacher
Responsible for: General site maintenance, lettings, fire safety,

Overall job purpose:

To manage and maintain the school premises of the Primary School, to ensure that they are clean, secure, safe and well maintained.

Main duties:

- Ensure school, premises, buildings and ancillary equipment are properly maintained. This will include heating and hot water systems, the fabric of the building, external areas including the care of the school's swimming pool.
- Ensure that the school is cleaned to a standard that enables effective education by monitoring external cleaners.
- Supervise the work of the school's cleaners.
- Ensure that equipment and materials in your care are properly, and safely, used and stored; maintain adequate levels of stock.
- Undertake routine procedures and inspections as appropriate.
- Undertake minor repairs to fixtures and fittings. Report any other work which needs to be done.
- Locking and unlocking the buildings, as required; prepare the premises for lettings and community use and other after school activities.
- Assisting users with setting up facilities such as chairs, tables etc.
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.
- Liaise with and organise contractors to facilitate and monitor their work within the school.
- Monitoring the premises for any hazards, carrying out repairs, checking water levels and equipment safety or reporting problems, where necessary.
- Ensuring that all stakeholders adhere to the school's Health and Safety Policies and Procedures.

Health and Safety:

- Co-operating on all issues involving health and safety, working alongside the headteacher and governors to do so.
- Using the appropriate work equipment provided, in accordance with training and instructions.



'Achieving Potential Together As a School Family.'

- Compassionate - Curious - Courageous - Resilient - Inclusive

- Comply with health and safety legislation, policy and procedures in relation to the job, tasks and responsibilities.
- Carry out risk assessments.
- Maintain appropriate record keeping.
- Ensure all equipment is maintained effectively, in line with statutory requirements.
- Reporting any health and safety concerns to the Headteacher, as soon as possible.

Other duties:

- Overtime work, when required and in prior agreement with the School Finance Manager/ Headteacher.
- Respond to emergency call outs and take action, as required.
- Manage lettings and open/lock the school as required.
- Supervision of contractors.
- General maintenance and repairs.
- Sweeping/salting and keeping clear school footpaths and car parks.
- Health and safety checks, in line with legislation.
- Monitor, and take steps as necessary to improve, energy conservation.
- Any other duties that may be required.
- Undertake training as necessary.

This role requires significant periods of lone working and as such, the postholder will need to display a high degree of responsibility and professionalism in their work. The ability to use own initiative is essential.

Safeguarding:

- All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with School Policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.

Note:

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility, as required by the Headteacher.



'Achieving Potential Together As a School Family.'

- Compassionate - Curious - Courageous - Resilient - Inclusive