

Job Description – Caretaker / Premises Manager

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Reporting to: Headteacher

Job Purpose

The Caretaker's role is to ensure that the School premises are safe, clean and secure for pupils and staff at all times. The role does require some knowledge of plumbing and electrical work as basic maintenance and repairs would be expected to be carried out by the Caretaker. The Caretaker is responsible to the Head teacher, Governors and the School Business Manager for a high level of maintenance of the buildings and site, (including certain technical and administration duties), to ensure their most cost effective use, and to contribute towards the Governing Body's objectives of achieving greater value for money.

Key deliverables include:

The Caretaker will be responsible for the maintenance of a clean, safe, warm and secure environment at the school.

Duties are varied but will include:

- Security of the school site and key holder
- DIY repairs and maintenance
- Liaising with and monitoring quality of work of contractors
- Responsibility for Health and Safety procedures (including a regular half termly check in with the Health & Safety Governor)

Caretaker Job Specification

Key Accountabilities

Morning responsibilities

- Opening the School grounds.
- Ensuring all resources are topped up each morning e.g. hand towels.
- Emptying rubbish and recycling bins.
- Check all areas of the School are clean and deal with any problems.
- Check for any required maintenance on the premises

Other regular tasks

Security

- To ensure arrangements are in place for the unlocking the school each day and to be one of the team with key holding responsibilities.
- To respond to emergency call outs and respond appropriately
- To ensure alarm systems are kept in good order, regularly checked and monitored.
- Patrol the site regularly and check for hazard, damage etc and deal with the issues appropriately.

Contractors / Suppliers

- Liaising with contractors and helping where appropriate as well as overseeing the work they do to ensure that contracts are being adhered to and quality standards met.

Site Management tasks

- Meet regularly with the Office Manager and advise on any repairs or maintenance work necessary.
- To prioritise the programme for minor works at the school, taking into account urgent need and health and safety issues.
- Ensuring all Health and Safety requirements are adhered to, monitoring and keeping a record of all statutory tests and checking that these are kept up to date, to include: the fire alarm testing / emergency lighting / water testing / PE and playground equipment checks / asbestos air monitoring / electrical equipment testing / periodic fixed electrical testing and any other statutory jobs.
- Liaising with the Parents Association and after School clubs regarding their requirements for access to the School hall / site and the associated set up of chairs / furniture.
- Assist the Head teacher with project management, overseeing all major projects from initial development of requirements to conclusion and hand-over of completed works, and assisting in developing a rolling programme of major works to improve the site facilities in a structured and planned manner.

Lighting and Heating

- Monthly to take meter readings and provide details of these to the School Office Manager.
- Maintaining the school's boilers, ensuring that the heating is coming on at suitable times and adjusting the settings according to the weather and temperature within school.
- Ensure as far as possible that arrangements are made to minimise the effects of any failures of heating and lighting pending their property repair.

Cleaning

- To oversee the standard of cleaning throughout the buildings.
- To undertake ad-hoc cleaning as required and to clean up after spillages..
- During school holidays supervise and assist the cleaners in performing a deep clean of the school premises.

Portering

- Ensure that deliveries of goods and materials are properly received and are delivered within the school
- Move and distribute furniture and equipment within the school

Work with others

- Provide information in a courteous manner to promote a positive image of the school.

Duties for all

Values: To uphold the values and behaviours of the Xavier Catholic Education Trust.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

To have regard to and comply with safeguarding policy and procedure as appropriate.