



Job Description: School Caretaker

Location: Reedings Junior School, Sawbridgeworth, Hertfordshire

Pay Grade: H4 £20,903

(35 hours per week term time + 4 additional weeks during the school holidays.)

To work either a split shift or 10.30am – 6.00pm. Times negotiable.

Purpose of the Role: Responsible for the security of the premises and related Health and Safety, maintenance and oversight of cleaning within the School and providing an appropriate environment for staff and children to work and learn.

Main areas of Responsibility:

- ensuring the safety and security of the school site.
- designated key holder, providing out of hours and emergency access to the site and opening and locking up.
- arranging for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
- conducting and recording regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- checking and managing the school's maintenance requirements to support a regular and cost effective maintenance programme, including heating, cooling, lighting and security.
- supervising contractors whilst on site to ensure work is completed to the required standard, co-ordinating projects where appropriate.
- liaising with office staff to purchase premises related equipment and supplies within an agreed budget.
- checking the operation of systems such as heating, cooling, lighting and security.
- supervision of cleaning staff including covering duties in their absence and daily cleaning of designated areas.
- completion of risk assessments.
- ensuring compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, and legionella.
- liaising with other school staff/departments on premises issues.
- supporting the coordination of lettings, seeking opportunities to maximize bookings.
- acting as H&S Officer, completing termly H&S checklist inspections.
- reporting H&S matters to SLT and Governors.

Desirable Knowledge	Competencies
<ul style="list-style-type: none"> ✓ NVQ level 2 (or equivalent) ✓ Minor DIY repairs and maintenance ✓ Level 1 Safeguarding / Awareness of keeping children safe ✓ Awareness of Control of Substances Hazardous to Health (COSHH) ✓ Manual Handling ✓ Working knowledge of Health and Safety at Work ✓ Working knowledge of policies and procedures ✓ Knowledge of legionella and asbestos testing ✓ Understanding of the Schools Ethos, Vision and Values 	<ul style="list-style-type: none"> ✓ Communication (written and verbal) ✓ Computer literacy – working within Microsoft office and accessing online recording systems. ✓ Team working ✓ Monitoring ✓ Planning and organisation ✓ Flexibility ✓ Customer service

Additional information.

The school premises may be used during evening, weekends and school holidays by outside hirers. The postholder will be expected by mutual agreement with the Headteacher to attend during lettings.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the Performance Management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.