

The Warriner Multi Academy Trust

Bishop Loveday Primary School

Premises Caretaker: Job Description

Job Information	
Reporting to	Head Of School
Grade	Grade 4 (point 4-5)
Salary	£24,404 - £24,790
Hours /Weeks	3 hours per day; Monday to Friday, 7am to 10am; 52 weeks
Annual Leave	25 days plus Bank Holidays

Introduction

The duties of the Premises Caretaker are to take responsibility for the security and day to day maintenance of the whole school site. The role will involve working closely with the Premises and Cleaning Team at Bishop Loveday, as well as our Warriner Premises Team. You will be the main keyholder for the school and will be required to open up the school in the mornings.

You will also be the first point of contact for the security and fire alarm companies and will be asked to provide support in the form of opening/locking up to support our Lettings. These duties will be in addition to your roles and therefore overtime would be paid in such circumstances.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School and the Finance & HR Officer, who will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Job Purpose

The duties of the Premises Caretaker include:

Security of Premises

- Keyholding duties for the school site, to include being the main keyholder for the security and fire alarm providers
- Unlock all external entrance doors to school buildings at the start of the day
- Walk around buildings to check that premises have not been disturbed overnight
- Switch on lights and heating as required
- Check the perimeter fence has not been disturbed
- Clear anything from the grounds to ensure the site is safe to open
- Check the OPAL Storage Stable is secure and has no leaks or damage
- Check the Play Equipment to ensure it is safe and in good working order and there are no defects
- Site inspection of car park for any stray balls or play equipment
- Support our OPAL scheme by checking that ropes/carabiners are secure and not weathered
- Check site for hazards, damages and intruders and report to Head of School

Site Management

- Check school buildings and environment
- Log any defects onto our EVERY maintenance system
- Liaise with the Head of School and the Trust Premises Team regarding any major building defects
- Ensure that external social areas, paths and driveways are maintained to include gritting and salting pathways, clearing of snow, and ensuring no trip hazards on site
- Provide access to the school and classrooms in the event of snow or minor flooding or similar emergency situations
- Deal with the results of any vandalism and advise the Head of School
- Work closely with the Premises Caretakers from the Warriner Team to ensure that jobs are complete
- Meet and greet contractors as required, particularly during the school holidays, and ensure that they use the SignIn App system and are aware of asbestos on site
- Complete maintenance procedures that are scheduled during the school holidays
- Report any H&S issues using the EVERY maintenance system
- Carry out H&S tasks to include weekly fire alarm test, termly flushing and descaling and keep accurate and up to date records
- Knowledge of water, gas and electric meters and be able to locate and access meters in an emergency
- Carry out basic general daily maintenance of the school to include keeping the reception area clear and presentable, as well as pathways and car park clear and in particular undertaking holiday jobs that cannot be completed during term time
- To undertake other reasonable duties at the direction of the Head of School or the Finance & HR Officer

Cleaning

- Ensure that hazardous/infectious solutions and materials are disposed of in accordance with safe working practices
- Ensure that appropriate equipment, materials and detergents are used for specific duties
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations
- Ensure that cleaning cloths are washed regularly, using the washing machine in Early Years
- Support the cleaning team with refilling hand towels, toilet rolls, and any other duties as required

Lighting and Heating

- To ensure that lighting is kept in good working order
- To advise the Finance & HR Officer regarding the ordering of replacement lighting as necessary
- To control the level of heating and ventilation through the buildings, as required
- Knowledge of boiler and heating systems (or willingness to learn)

Porterage

- Take milk delivery and distribute to Early Years
- Where possible, act as porter for any deliveries, furniture removals, or other lifting tasks required
- Liaise with the Warriner Premises Team using email and the online EVERY maintenance system
- Assist with disposal of redundant furniture or equipment in accordance to agreed procedures and with moving or replacing of furniture as required

General Responsibilities

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Support the aims and ethos of the school and all school policies, seeking at all times to put into practice the school's vision statement. Our Christian values underpin all aspects of this job description.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS

check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).