

**New Hey Road
Woodchurch
Wirral
CH49 5LE**

Tel: 0151 6418810

**Email:
schooloffice@foxfieldschool.co.uk**

Headteacher: Mr Martin McKenna.

Job Description

Department	FOXFIELD SCHOOL		36 hours per week	
Designation of Post	Level 4 Building (Site Manager)		Grade 20-24	Band G
Responsible to	Business Manager, Headteacher			
Immediate Subordinates	Caretaker			

Job Purpose

Under the direction of the Headteacher and Business Manager, or other such officer as may be designated, and in accordance with the practices and procedures of the Local Authority and school, the Caretaker will be responsible for the security of the premises and it's contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including maintenance and operation of plant), portorage, painting on a rolling programme of maintenance and handyperson duties, and other duties arising from the use of the premises. To be listed on the call out rota for emergency out of hours needs regarding the security of the school building.

Key Tasks

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
5. Arrange emergency repairs in conjunction with Business Manager



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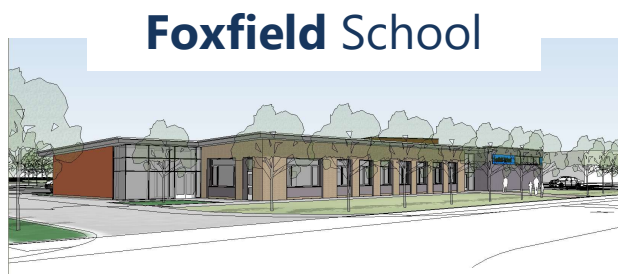
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6. Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation; in conjunction with Business Manager
7. Arrange regular maintenance and safety checks and maintain accurate records
8. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales; in conjunction with Business Manager
9. Monitor stock and order supplies in conjunction with Business Manager
10. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
11. Dealing with enquiries from staff, students and pupils, parents, officers and members of the public
12. Checking and replacing electric light bulbs or tubes which are in a position where safe access is available or arranging via contractors in conjunction with Business Manager
13. Operating the heating plant so that the required temperatures are maintained in the school premises, and that an adequate supply of hot water is available.
14. Carrying out routine inspection and maintenance procedures in accordance with the instruction of the School's Heating Engineers on ancillary equipment such as checking pumps in areas subject to flooding
15. Ensuring instructions on usage of all materials are strictly adhered to because of risk to persons or property.
16. To regularly check gutters and ensure they are clear where practical or arranging with contractors in conjunction with Business Manager
17. Ensuring that all staff are aware of the existence and contents of Health and Safety at Work Codes of Practice in conjunction with Business Manager
18. Ensuring that all amendments and additions to the Codes of Practice are distributed to and read by the staff.
19. Ensuring that all cleaning and caretaking activities are carried out in the safe manner described in the Codes of Practice in conjunction with Business Manager
20. Complying with all procedures required by the Health & Safety Officer
21. Maintain and encourage a good working atmosphere and team spirit and seeing that work is done correctly and promptly.
22. Ensuring that the school premises and furnishings are cleaned in accordance with the Authority's standards and methods reporting to Business Manager where applicable
23. Facilitate lettings and carry out associated tasks, in line with local agreements.



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24. Ensure the operation and maintenance of specialised equipment following training, to include operation of Hydrotherapy Pool and Main Pool, sports and theatrical equipment.
25. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

In association with the school Caretaker:

26. To carry out low level window cleaning
27. To assist with and carry out the internal and external cleaning of the school minibuses.
28. Taking delivery of stores, materials and other goods received by the School and storing them as instructed
29. Ensuring that the dustbin points are clear, emptying litter and keeping clean and distributing bins as required.
30. To maintain an efficient recycling programme in line with the grey bin provision i.e. paper, cardboard, plastic bottles and help to raise litter awareness within the whole school, identifying recyclable items.
31. Drawing soap, toilet rolls, paper or roller towels and any other associated items from stock cupboard and distributing to W.C's or cloakrooms where necessary.
32. Ensure pupil transport buses/taxis etc is conducted safely and supervise safe drop off/collection of students.
33. Walking around buildings checking that premises have not been disturbed
34. Preventing trespass on school premises and grounds.
35. Ensuring unauthorised parking of vehicles does not occur.
36. Carrying out frost prevention procedures as instructed.
37. Toilets to be visited at various times of the day, particularly after breaks, to see that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary.
38. Walking around play areas and drives daily, picking up paper and litter etc, from all areas including paths, flower beds and grassed areas
39. Sweeping up excess dirt from patios and hard surfaces and jet wash the front pathway, as and when required. To clean leaves during the Autumn period and to rock salt same etc, in frosty weather to ensure that all drains, gullies and grids are kept free flowing and clean, including cleaning blockages.
40. To carry out painting as required using a rolling programme, ensuring school standards are met
41. To assist with and carry out weekly routine minibus checks.



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42. Undertake general portage duties, including moving furniture and equipment within the school and across both sites if required
43. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to Business Manager immediately

ADDITION: Foxfield School is open 7 days a week and Cover is required throughout.
An element of flexibility with regard to working pattern is required

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service

Date