

Job Description - Caretaker

Purpose of Role:

To undertake a range of caretaking and site management duties including security and supervision of the site and related equipment, and other duties including portering, cleaning and maintenance.

Key responsibilities:

- Act as a designated key holder
- Work under the direction of the Headteacher/School business manager
- Ensure compliance with all health and safety policies and procedures and report any issues to the Headteacher/School business manager
- Undertake minor repairs and maintenance
- Work closely with cleaning staff to ensure the school is kept clean and safe at all times
- Ensure value for money
- Any other tasks as required by the Headteacher/School business manager or Senior Leadership Team

Health and Safety:

- Check the whole site regularly for any potential health and safety issues. Take corrective action where Health and Safety is necessary and liaise regularly with the Headteacher/School business manager to ensure we follow best practice.
- Assist the Headteacher/School business manager to keep accurate records of fire safety, water safety, electrical testing and gas safety certificates
- Complete risk assessments as required and take any corrective actions where necessary.
- Undertake any other site related health and safety work as required
- Take responsibility for the use, maintenance and security of plant, machinery and equipment based at the school.

Preferred Skills:

- Problem solver and facilitates resolution of issues at all levels
- Demonstrates excellence in results delivery