

<b>Job Title</b>	Caretaker
<b>Hours</b>	36 hours per week. fulltime - all year round 9am - 5.20pm 1 hours lunch) 8am-4pm during school holidays (45 mins lunch)
<b>Location</b>	<ul style="list-style-type: none"> <li>• Fox Crescent, Chelmsford CM1 2BN</li> </ul> <p>The post holder may be required to move around surrounding Beckmead trust sites</p>
<b>Reports to</b>	Director of Estates, Head Teacher and SLT
<b>Responsible for</b>	Light touch supervision of cleaning colleagues
<b>Liaison with</b>	<p>Key External contacts:</p> <ul style="list-style-type: none"> <li>-Contractors and suppliers</li> <li>-Facilities providers</li> <li>-General public</li> <li>-Visitors</li> </ul> <p>Key internal contacts:</p> <ul style="list-style-type: none"> <li>-Estates and Facilities senior management and colleagues</li> <li>-Senior Leadership teams &amp; wider staff groups</li> <li>-Cleaners</li> <li>-Staff</li> <li>-Pupils</li> </ul>
<b>Job Purpose</b>	<p>To maintain the internal and external fabric of the school premises as a safe working environment during the normal or extended school day. To support the school site by carrying out a range of caretaking duties, including security and supervision of the site and related equipment, as well as other caretaking responsibilities, including portorage, cleaning, maintenance and repairs, H&amp;S, and fire safety checks.</p> <p>Assisted with the annual asset check and supported its maintenance across the school year.</p>
<b>Duties</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and proper equipment being available and the relevant competencies of the postholder.</p> <p><b>Security and Supervision</b></p> <ul style="list-style-type: none"> <li>• To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.</li> </ul>

	<p>On occasion, responding to calls outside regular working hours due to break-ins, etc. and/or setting off the burglar or fire alarm(s) if required.</p> <ul style="list-style-type: none"> <li>● Providing access to the premises and classrooms, where possible, in the event of snow, minor flooding, or similar emergency situations.</li> <li>● Participating in emergency evacuation incidents and supporting the onsite management as requested to maintain the highest levels of safety until normal service is resumed.</li> <li>● Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Facilities Office and/or Headteacher of their presence.</li> <li>● Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility, all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).</li> </ul> <p><b>Caretaking and maintenance</b></p> <ul style="list-style-type: none"> <li>● Ensuring the site is maintained as a safe environment as required by statutory and local guidelines. Reporting and resolving any issues that arise promptly to prevent further issues.</li> <li>● Supervising the cleaning contractors/service on-site</li> <li>● Undertaking cleaning of allocated area(s), and secondary cleaning if requested.</li> <li>● Washing internal walls, e.g. classrooms and corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.</li> <li>● Window cleaning, including cleaning at a high level where appropriate safety equipment is available, and a safe system of work has been defined in accordance with Health and Safety requirements.</li> </ul>
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	<ul style="list-style-type: none"><li>● Washing and cleaning of diffusers and replacing bulbs/tubes. <i>(If this involves work at a high level – comments relating to equipment apply as detailed above.)</i></li><li>● Carrying out first-line repairs and maintenance which are not beyond the scope and capability of the postholder, including:-<ul style="list-style-type: none"><li>- plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap or replacing a washer, etc;</li><li>- redecoration as appropriate</li><li>- plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of shelving or similar fittings;</li><li>- fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences, etc;</li><li>- glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used to repair large window panes, double-glazed units, or windows at a high level. Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.</li></ul></li><li>● Taking delivery of stores, materials and other goods and conveying them to their distribution points on and offsite. Dispatching laundry, goods, materials etc.</li><li>● They are ensuring that adequate supplies of cleaning materials and other supplies are available.</li><li>● Operating the heating and ventilation plant and equipment so that the required temperatures are maintained on the premises and an adequate supply of hot water, heating, and sufficient ventilation levels is available. Carrying out frost precaution procedures.</li></ul>
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	<ul style="list-style-type: none"><li>● Ensure that all caretaking and cleaning equipment is in safe and working condition and arrange for repair as appropriate.</li><li>● Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.</li><li>● Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or significant damage.</li><li>● Maintaining stock levels for consumables, cleaning and maintenance equipment and materials. Ordering where necessary following current finance guidelines.</li><li>● Maintaining the grounds by regular mowing, weeding and litter picking. Supervising external providers supporting this, ie gardeners and tree surgeons</li></ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"><li>● Carrying out statutory and local safety checks and associated record-keeping as required. Overseeing external 3rd parties doing this, ie fire safety checks, Legionella, gas safety, safe use of chemicals COSHH</li><li>● Testing portable electrical equipment if trained and accredited to do so. Alternatively, monitoring contractors undertaking this.</li><li>● Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Caretaker/Site Manager/Director of Estates.</li><li>● Undertaking letting and related duties as appropriate in accordance with the provincial agreement.</li><li>● Preparing the school premises and site for out-of-school activities.</li><li>● Assisting, as required, in completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.</li><li>● To undertake the minibus driving assessment as requested.</li></ul>
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	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>● Following the school's safeguarding procedures at all times. This includes dealing with visitors, including contractors, for their duration of time on site.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>● At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</li> <li>● Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher, Facilities Department and Governing Body.</li> <li>● The Headteacher may vary the duties in discussion with the Site Manager or Director of Estates to meet changed circumstances in a manner compatible with the post held.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with line manager</li> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>● The Governing Body is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share in this commitment.</li> </ul>