

# **RAVENSWOOD SCHOOL JOB DESCRIPTION**



## **CARETAKER**

**Salary scale – Grade JG3**

**37 hours a week, 48 weeks per year**

Line Manager – Network and Premises Manager

### **Aims:**

- To promote and support the school in fulfilling its aims, acting as an integral part of the school staff team.
- To make a major contribution to providing a safe, hygienic, and well-organised school environment.

### **Main Areas of responsibility:**

#### **Security arrangements**

- Being responsible for locking up and ensuring that the school is left in a secure manner and as the main key holder; be the first contact for any security callouts where attendance on site is required.
- Unlocking and checking the site is safe for use at the start of each day.
- Supervising the school car park area during the periods when pupils are arriving and leaving school.
- Ensuring all contractors know and follow school security procedures.
- Ensuring contractors are not left unsupervised when pupils are on site.
- Responding as required, by mutual agreement with the Headteacher for out of school hours activities.

#### **Maintenance and repairs**

- Managing the operation of the school heating and water systems, ensuring all plant and equipment operate at maximum efficiency.
- Carry out maintenance tasks and routines, completing required paper work to ensure the safe and efficient running of school.
- Responding in a timely manner to reported health and safety hazards, to ensure the premises are a safe place for pupils and adults.
- Undertaking repairs to the school premises, external fixtures and fittings, furniture and equipment.
- Painting and decorating of internal areas. Maintain external areas; staining wood, pressure-washing, cleaning and painting small areas.
- Carry out cleaning of designated areas and emergency cleaning as required around the school. Cleaning school vehicles, inside and out to maintain high standards.
- Managing the setting and moving of furniture, stock and large equipment around the school as required.
- Maintaining a litter free environment around the school grounds.

#### **Health and Safety**

- Ensure that all materials and equipment are used in a safe, environmentally friendly and proper manner following all guidelines, risk assessments and specifications carefully.
- Implement schedule of health and safety checks of equipment/facilities around the school site, effectively maintaining appropriate records.

- Ensuring all liquids and materials are stored and used according to up-to-date COSHH records.
- Maintaining and distributing stocks of toiletry and washing supplies in all areas of the school.
- Ensuring outside and inside areas are free of obstructions and safe for pupil and staff use in all weather conditions.
- Ensuring all contractors know and follow school Health and Safety procedures.
- Reporting to line-manager or Headteacher any concerns about the quality of work of contractors and cleaners.
- Be a member of the Serious Emergency Response Team and respond appropriately in relevant situations.

### **Continuous Professional Development**

- Co-operating in performance management arrangements
- Completing training required to fulfil all aspects of jobs e.g. working at heights, fire safety asbestos management.
- Completing training required by the school around safeguarding and information sharing.

Undertaking any professional duties as reasonably determined by the Headteacher.

### **Work Pattern:**

Term-times: There is flexibility to negotiate shorter hours in the morning and longer in the afternoon.

Monday –Thursday: Split shifts: 07:30 - 12:00 and 15:15 - 18:15

Friday: Split shifts: 07:30-11.30 and 15.15-18.15

During school holidays: There is flexibility to negotiate the actual times.

Monday - Thursday: 08:00 - 16:00 (with half hour lunch break)

Friday: 08:00 - 15:30

### **Weeks employed – 48 weeks.**

Not working 2 weeks when school closed for Christmas and not working mid 2 weeks in August. Holidays to be arranged within the 48 week work period, to be agreed with the school.