



St Paul's Catholic College

JOB DESCRIPTION

POSITION	Caretaker. Non Resident	GRADE	
DEPARTMENT	Premises	RESPONSIBLE FOR	Security and General caretaking responsibilities of the school
REPORTING TO:	Premises Manager		
HOURS PER WEEK	36hrs Per week, Mon – Fri 10am – 7pm, including the occasional weekend		
WEEKS PER ANNUM	52		

JOB PURPOSE

To assist the Premises Department to maintain the security and general day to day responsibilities of the school, in agreement with the Premises Manager and to take an active role within the premises team.

MAIN DUTIES AND RESPONSIBILITIES

- To maintain the school security of the school and manage the day-to-day caretaking responsibilities of the school. To assist with maintenance tasks inside and outside to a high standard by ensuring that the following are carried out on a regular basis as specified by the premises manager ensuring safe working practices are adhered to:
 - Opening and closing the building and ensuring the buildings are secure and alarms set.
 - Check cleaning day, and reporting any shortcomings with the work. Liaise with cleaning contract supervisor, about events, cleaning issues.
 - Emergency cleaning.
 - Cleaning of main hall, daily.
 - Ensuring the heating and hot water are at an acceptable temperature for the staff and students, by checking the boilers are operating each day.
 - Exchanging recycling and refuse bins around the site on a daily basis.
 - Ensuring the external areas of the grounds are kept well maintained by sweeping, litter picking, unblocking gullies or drains as and when required.
 - Replacing luminaires / lamps around the site as required.
 - General repairs
 - Preparing for school events and clearing away after events as requested by the Premises Manager or Headteacher.
 - General portorage.
 - Ensuring staff and students are compliant with Health and Safety regulations.
 - Carrying out monthly water testing for Legionnaires disease, and recording results, training will be provided.
 - Portable appliance testing, training will be provided.
 - Meter reading on a monthly basis and record readings. Monitor readings and report any concerns to the Premises Manager.
 - Minibus driving.
 - Collecting supplies from suppliers / wholesalers as and when required.
- To ensure a safe working environment by adhering to safe working practices

- To work to the HSE approved codes of practice and adhere to COSHH assessments
- Assist any member of the Premises Team as required.
- Prepare school grounds with Premises team for special events
- To oversee contractors on a day to basis ensuring that they work in a safe manner and to the standards as agreed with the premises manager
- To work on a general development plan in conjunction with the premises manager to improve the standards of the school facilities.
- Be prepared to adhere to personal and professional development in agreement with the premises manager
- To be aware and adhere to the department's lone working policy and the schools health & safety policy
- To assist with any other tasks as and when required by the premises manager or Headteacher.

Welfare of Students:

- Support 'Every Child Matters' (ECM) by seeking to promote the students' enjoyment of school, their safety and welfare in and out of school, their choice of a healthy lifestyle, their participation in school based activities and their understanding of life beyond school
- Responsible for safeguarding students at the school

Cultural

- St Pauls is a cultural diverse learning and working environment and all employees are expected to promote cultural diversity and equality

The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available.

Job Description Approved by Jon Steed Date 19.1.16

Name of the Staff member:

Staff Signature.....(To Acknowledge Receipt of Job Description and Opportunity to Discuss the Matters Contained Within this document)

Date.....

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”