

## Job Description

<b>Title of post</b>	<i>Hub Caretaker</i>
<b>Salary</b>	<i>Grade C/D SCP 3 – 6</i>
<b>Hours of work</b>	<i>Full time, permanent.</i> <i>37 hours per week.</i> <i>Monday to Thursday 12pm – 8pm</i> <i>Friday 12pm – 7.30pm</i>  <i>*Possibility of daily 7.30 finish if required*</i>
<b>Line manager and responsible for reviews</b>	<i>School Business Manager/Headteacher</i>

### Purpose of the Post

The caretaking team provide high quality effective caretaking services to ensure the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities across two schools (Willowtree Community Primary School and New Park Primary Academy). The postholder will be required to work with tools, cleaning equipment and products which contain chemicals; the necessary protective clothing will be provided. The postholder will also be required to work outdoors in all weathers to ensure the school premises are safe.

The team also manage and maintain the Swimming Pool including having responsibility for health and safety. This includes cleaning, water testing and pool plant operation (training provided) as well as working with external contractors to ensure the safety of swimmers.

### Main Duties/Responsibilities

#### Operational Duties

- Ensure the schools are kept secure and respond to emergency call outs outside normal working hours.
- Locking and unlocking of buildings and gates at pre-determined times.
- Ensure the heating and other general services run smoothly and regular maintenance checks are completed.
- Ensure the schools have a clean and litter-free environment.
- Ensure the cleaning (internal and external) in the schools are performed efficiently and to a high-quality standard (report to line manager), and your own designated cleaning duties are fulfilled.
- Carry out portering duties, including portering deliveries / stock, recycling paper and confidential waste, moving furniture, disposing of waste.
- Receive deliveries to the site.
- Maintain school buildings (including the swimming pool and plant room), fabric, fixtures, fittings and furniture and carry out minor repairs as required.

#### Communications

- Communicate effectively with other members of staff within the school.
- Report relevant issues to the headteacher and business manager.

### **Resource Management, buildings and infrastructure**

- Participate in the training, development and performance management processes within the school
- Order relevant equipment and products, manage stock levels and store safely and securely (including pool equipment and chemicals).
- Carry out informal risk assessments on buildings to identify faults/hazards.
- Carry out utility meter readings as required.

### **Systems and Information**

- Carry out routine administrative tasks associated with the responsibilities of the post.
- Responsible for completing and updating assigned activities on the 'Every' compliance system.

### **Safeguarding and Data Protection**

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality, and data protection, reporting all concerns to the business manager.

### **Health and Safety**

- Ensure health and safety standards are maintained, and the NSAT procedures adhered to.
- Carry out weekly and monthly monitoring checks e.g., fire alarm, asbestos, and legionella, play equipment checks.
- Liaise with contractors on site and ensure relevant paperwork is completed such as permit to work, method statement and risk assessment.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.
- Take responsibility for health and safety in the swimming pool to ensure the safety of swimmers. This includes water testing, liaising with external contractors to ensure additional water tests and servicing is completed, managing and maintaining pool plant equipment, ensuring safe delivery, storage/use of chemicals.

### **Flexibility**

- Work outside of 'normal' operating hours to support with parents evening, end of year performances etc (paid as additional hours).
- Recognise the need to respond flexibly to changing demands and circumstances. (Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation).

*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 comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*