**Eggbuckland Community College Academy Trust**

**AUSTIN FARM ACADEMY**

**Job Description**

**Job title: Caretaker**

**Grading: Grade B**

**Hours: 20 hours per week, 38 weeks per year**

 **Hours between 7.30am to 9.00am and 3:30pm to 6.00pm**

 **(Additional casual hours may be required during the school holidays to be claimed on timesheets)**

**Responsible to: Headteacher (or Deputy HT, in HT’s absence)**

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description will be reviewed at least every two years and may be altered following consultation with the post holder, in line with the changing needs of the Trust. In all its activities the Trust follows a policy of continuous improvement.

The main duties of the post are as follows. The post holder will not attempt to carry out tasks beyond his/her competence and/or training.

Duties and Responsibilities to include:

1. Ensure that the policies and procedures relating to Health and Safety regulations are fully observed.
2. The security of the premises and its contents including key holder responsibilities and to respond to emergency call-outs as required.
3. Undertaking letting duties: ensuring that the agreed user requirements are fully met.
4. The maintenance of the internal and external areas of the school.
5. To clean such parts of the premises to ensure that they are kept in a clean and hygienic condition.
6. The porterage of furniture, equipment and supplies.
7. Carry out administrative processes relevant to the job – COSHH, requisition of cleaning materials, H&S checklists – ‘Premises File’
8. Undertake tasks of a similar nature within the capacity of the post-holder, as requested, from time to time.
9. Liaise with HT/administration team regarding management of Plant Room.

The following list of tasks is not comprehensive and is a guide only to the level and type of work that may be required.

1. Structural tasks should only be undertaken following professional advice.
2. Electrical and gas maintenance and repair must only be undertaken by registered and qualified persons.
3. Maintenance tasks must be undertaken in accordance with Health and Safety requirements and the job holder’s capability and experience.
4. If the job holder, Administration / Headteacher, Business Director or Principal has any doubts about the person’s ability in carrying out any maintenance tasks they should seek professional advice.

Ground Tasks: Weeding hard paved areas, treatment of pathways, steps etc with salt, sand and grit, clearance of leaves and litter, maintenance of hard paved areas, cleaning of water receptacles, keeping drinking fountains in a sanitary condition.

Plumbing: Replace tap washers, ball valves and toilet fittings.

Carpentry: Replace door and window furniture, fit coat hooks, shelves and display boards, re-hang doors, repair/make good chairs and tables.

Decorating: Painting to cover graffiti or marks at the direction of the Headteacher / administration – Caretaker Board

General: Replace light bulbs, tubes, three-pin plug tops and fuses.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or level of responsibility.

**Caretaker’s Principle Duties**

1. Caretaking
2. Security
3. Grounds Maintenance
4. Property Maintenance
5. Such other duties (e.g. cleaning, preparation of rooms for events, liaising with contractors etc.) as may be necessary from time to time and as directed by the Business Director, Principal or his/her delegate.
6. **Caretaking**
	1. Opening and locking premises at designated times.
	2. Ensuring all caretaking duties are carried out correctly and economically to provide adequate \*heat, light and any other relevant services.
	3. Being available between 5.30am and 9.30pm and additionally, when required, (being given 24 hours’ notice minimum). When necessary the post holder may need to work beyond 9.30pm if an event is taking place and the School has not been cleared and secured, for which the current Schedule of Rates will apply. (E.g. Polling Station support)
	4. Checking the building for damage, graffiti and vandalism. Making safe any damage and reporting to the Administration / Headteacher.
	5. Checking lighting systems. Reporting any deficiencies to the Headteacher / DHT.
	6. Reporting any concerns to Administration team / Headteacher for adjusting heat of thermostats as necessary.
	7. Inspecting the boiler houses and heating plant rooms for abnormal operation, leaks, etc., and reporting any failure to the Administration / Headteacher.
	8. Removing debris/dust from fan convector units/ceiling fans necessary (at least annually).
	9. Clearing gullies, gutters and traps of all debris.
	10. Clearing pathways, steps, covered ways and entrances of snow/ice and treating with salt, sand and grit during periods of ice and snow. Large playgrounds should have safe pathways similarly treated.
	11. Clearing leaves as necessary to leave external areas clear. Clearing litter daily form all areas within the School grounds and ensuring that litter bins have been emptied as frequently as directed.
	12. Carrying out emergency cleaning
	13. Porterage of furniture, equipment and supplies as required.

\*in liaison with Headteacher/admin staff

**b) Security**

1. Responsibility for security of the premises shall mean the unlocking of the premises for access by users and the re-locking at the end of opening times.
2. Setting, un-setting and checking alarm systems including part setting for buildings and areas not in use.
3. Ensuring that the cleaners switch off lights and close and secure doors and windows at the end of cleaning periods; ensuring that all keys are returned to designated key holders.
4. Reporting any faults in security e.g. door locks, window catches, alarm systems etc. to the Administration / Headteacher.
5. Locking internal doors as instructed by the Administration / Headteacher.
6. Providing an emergency ad hoc service with a response time of 30 minutes maximum between call out request and arrival on site (schedule of payments for overtime will apply).
7. Discouraging unauthorised entry of persons to the campus and calling out Police / reporting to Police with regard to removal of trespassers as necessary.
8. Assisting as necessary in making safe the property after any breaches in security.
9. Liaising as necessary with any external Security Company and their employees.

**c)** **Health and Safety Responsibilities**

1. Be aware of Health and Safety at work responsibilities relating to site and grounds, to develop further the ethos of a safe working environment and consult or negotiate with external agencies to achieve these ends. Be responsible for ensuring statutory tests are undertaken such as water testing, PAT, lift. To ensure appropriate training is provided for staff and safe working practices are applied in these areas. To attend the Health and Safety meetings.
2. Meet with contractors to ensure safe working practices are followed and disruption to teaching and learning is minimised.
3. Co-ordinate fire drills on a termly basis. Follow up on action plan following feedback from Headteacher / DHT.

**d) Grounds Maintenance**

Duties here will depend upon areas of work contracted out to Grounds Maintenance Contractors.

1. Generally, to undertake such work to grounds as are excluded from current grounds contract. To assist the Administration / Headteacher in monitoring the work of the grounds contractors.
2. Ensuring that the roadways, walkways and grounds are kept in tidy and litter-free order including the maintenance of hard surfaces and grounds.

**e) Property Maintenance**

* 1. Supporting and liaising with the Administration / Headteacher in general maintenance, repair and improvement to School property.
	2. Reporting defects to Administration / Headteacher.

**Staff absences within the cleaning / caretaking team:**

* For short-term absences a ‘dynamic’ plan will be negotiated between the team and the Headteacher to identify any priority tasks that need to be undertaken during these times.

The following general rules will apply:

* If a cleaner is absent on a short term basis then adaptions will be made to the caretaking role to enable elements of cleaning to be undertaken in liaison with the Headteacher/Admin
* In the event that the caretaker is absent on a short term basis then the cleaning staff roles will be adapted to facilitate security locks and unlocks.

In times of longer term absence then ECCAT will support with elements of the daily caretaking roles etc. such as de-icing playground surfaces / removal of leaf fall any maintenance issues that arise