



Overstone Combined School Caretaker Job Description

Job Title:	Caretaker
Reporting To:	Headteacher and School Business Manager
Overall purpose:	Be responsible in providing the maintenance of the school site and equipment and ensuring a safe, healthy and well-maintained environment for the children to work and learn.

This job description describes the normal duties which the post-holder will be expected to undertake however the duties may vary or be amended dependent upon the needs of the school.

Principle Duties:

- To act as the main point of contact with regards to all maintenance and caretaking duties, including acting as keyholder and opening the school at the beginning of the day.
- Undertake emergency repairs or report and escalate to the School Leadership team, as necessary.
- Ensure that all school buildings and the grounds are maintained by inspecting and reporting any major defects and carry out minor repairs/preventative maintenance which are within the postholder's competence.
- Carry out weekly and monthly statutory testing and keep records, e.g., Legionella, Fire call points and emergency lighting testing. Training will be provided.
- Carry out DIY projects including painting and decorating.
- Undertake portorage duties as required, including putting out/away furniture for assemblies.
- Ensure all low-level windows and external areas are kept clean.
- Work with any outside contractors to ensure maximum benefit of their services to the school.
- In addition to our grounds maintenance contractors, undertake low level seasonal grounds maintenance including lawn mowing, strimming, weeding.
- To be aware of the school's health and safety policies.
- Undertake such other duties/responsibilities as may from time to time be reasonably required.

Safeguarding:

- Promote the safeguarding of all pupils in the school, working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

Overstone Combined School Caretaker Person Specification

Essential:

- Good interpersonal skills, with the ability to communicate with a range of people, including children, staff, parents, visitors and contractors.
- Willingness to learn and work as part of a team.
- The ability to carry out minor DIY repairs and maintenance including painting and decorating.



- Computer literate.
- Good organisational skills and attention to detail.
- Flexible and committed.

Desirable:

- Knowledge of Safeguarding (training will be provided)
- Working knowledge of health & safety at work.
- Manual handling experience

This post requires a DBS check as it is classed as regulated activity. An Enhanced DBS and satisfactory references will be obtained prior to commencement of employment.