



Oaklands School

JOB DESCRIPTION

Job Title: Caretaker

Grade: Scale 6

Reports to: Senior Site Manager

PURPOSE OF ROLE:

To ensure the security of Oaklands School; to ensure the maintenance of the plant, facilities and fabric of the school building and grounds; to promote the Health and safety of pupils, staff and visitors to the site.

The school is committed to safeguarding and promoting the welfare of children and young people.

DUTIES AND RESPONSIBILITIES

Security

To be responsible for the day-to-day security of the building, its contents and grounds including, locking and unlocking of gates and internal and external doors.

To maintain presence on site at all times during the school operational hours

To be a main key holder and, with the Senior Site Manager to ensure that all school keys are securely stored and available as required.

To attend the school premises with another key holder, senior member of staff if an alarm is raised or some other emergency occurs on the school premises out of normal school operating hours.

Day to day management of intruder alarm and fire alarm systems.

Liaise with police if required in the event of any break in or damage to the premises.

Cleaning

To monitor the work carried out by contract and site cleaners, and liaise with the cleaning contractor, ensuring that they follow good cleaning practice in terms of quality

and health & safety. To undertake cleaning duties throughout the working day as necessary.

Maintaining the staffroom and meetings rooms in tidy state undertaking and organising supplies and equipment needed for refreshments (washing up in essence)

To monitor caretaker supplies, maintaining effective stock control and pass orders to the Senior Site Manager as required.

Ensure that only cleaning chemicals from a controlled list of products approved by the school and contractor are used.

Ensure that Material Safety Data Sheets are available and adhered to for all cleaning chemicals and that appropriate COSHH assessments are completed.

To ensure that cleaning chemicals are stored securely to prevent unauthorised access and use.

To ensure that the storage spaces and boiler room are kept clean and tidy.

To complete laundry duties and effective management of the laundry system.

Ground Maintenance

To ensure removal of litter/leaves from pathways, car park, playground areas.

To maintain cleanliness of refuse area and ensure that all combustibles and recycling waste, e.g. wood, paper, cardboard, material, furniture etc. are either removed from site immediately or are stored away from the building in a secure area or contained in locked bins.

To maintain drains, disinfecting as required and ensuring these are kept clear.

Oversight and deployment of the groundsperson

Health and safety

To be responsible for the implementation of COSHH requirements.

To report any defects or health and safety risks to the Senior Site Manager.

To be responsible for carrying out the actions required for the safe management of Legionella bacteria in the school's hot and cold water systems, as detailed in the school's Legionella risk assessment, including the prescribed flushing of outlets, temperature checks, cleaning & disinfection and record keeping.

To operate the school fire alarm system, carrying out weekly checks from different call points on a rotational basis, assisting with fire drills and maintaining records appropriately.

To ensure that any apparatus or equipment maintained as part of the fire risk assessment is always serviceable and in proper condition.

Ensure that the specific Fire Checklist contained in the London Borough Hounslow's Fire Safety Policy is completed as necessary.

To check and record that the emergency escape lighting is working on a monthly basis and ensure that the system is maintained by a contractor on an annual basis.

Form part of the school's inspection team during the termly health & safety inspections.

General maintenance

To undertake regular routine inspection of the building and grounds.

To set up, with the Senior Site Manager an annual maintenance schedule and ensure that it is adhered to.

To coordinate programmes of planned maintenance to ensure that the school premises are consistently fit for purpose.

To complete appropriate paperwork including records of safety checks and incident recording as required.

To operate the school heating, lighting, water and ventilation systems ensuring they are maintained to the correct standard.

To undertake repairs, improvements and decoration as required. To report tasks requiring contractor call out to the Senior Site Manager.

To ensure that appropriate areas are gritted during icy weather and that sufficient levels of grit are procured and stocked prior to the winter season.

To work with the Senior Site Manager to identify appropriate contractors and oversee their work as required.

To oversee PAT testing.

To ensure the maintenance of the swimming pools on both sites adhere to the required Health and Safety standards.

To carry out required pool testing and take appropriate action in escalating any issues.

To ensure that the planned maintenance and supplies are in place to ensure the efficient running of all pools.

To ensure the condition and maintenance of fixed and portable safety signage as required around the premises is suitable and sufficient.

School minibuses

To undertake daily safety checks on all buses. To report any faults to the Senior Site Manager.

To undertake weekly external and internal cleaning of all school mini buses.

To ensure buses are filled with petrol weekly or as required.

General

To support the arrival of school buses.

Be aware of and comply with policies and procedures relating to child protection, disabled access, health, safety and confidentiality, reporting all concerns appropriately.

To set out chairs and/or other furniture for lunch time, assemblies, meetings and other school functions as required.

To undertake portering duties as required including moving new stock and occasional furniture redistribution.

To restock towels, soap and toilet paper across the school as required.

To replace light bulbs and clean light fittings as required.

To oversee and undertake cleaning of the sensory rooms as required.

To respond positively to reasonable requests commensurate with the role made by the Senior Site Manager.

To assist the Senior Site Manager in maintaining a full and accurate asset register for the school.

Professional development

To undertake training as required, maintaining skills and knowledge as required.

The following training and periodic refresher training which is considered essential for the role:

COSHH Awareness and assessment

Fire Awareness / Fire Warden Training

Manual Handling

Working at Heights / Ladder Training

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL)

1. Staff at Oaklands School
2. Contractors
3. Suppliers

SCHOOL STANDARDS

Equal Opportunities: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The School is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The duties of this post will change and develop over time. It is the manager's responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.