

Lancaster Girls' Grammar School

JOB DESCRIPTION	
JOB TITLE:	School Caretaker / Handyperson / Technician Part-time: Post 1: 12.5 hours per week, full year Post 2: 24.5 hours per week, full year Annual leave 25 days (plus bank holidays) to be taken in school holidays and rising to 31 days after 5 years' service
PAY RATE :	SCP 4 Full time £18,426 Part-time salary Post 1 : £6,225 Post 2 : £12,201
HOURS :	Post 1 : 7am to 9.30am Post 2 : 1pm to 6pm Monday to Thursday, 1pm to 5.30pm Friday Occasional late nights to 9pm and other additional hours as and when required (paid as overtime). Hours during school holidays 8am – 4pm (part-time hours to be agreed with the postholder)
RESPONSIBLE TO:	Senior Site Supervisor / School Business Manager / Headteacher
JOB PURPOSE:	Under the general guidance of the Senior Site Supervisor, to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance.

Core Duties

Security

- The routine and non-routine opening of premises and grounds
- Act as key holder and carry out security procedures for the buildings and grounds
- Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;
- Dealing with enquires from workers and contractors and where appropriate, advising the Premises Manager of their presence;

Caretaking and Maintenance

- Undertaking cleaning of allocated areas and closure cleaning as required;
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements;
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at high level comments relating to equipment apply detailed above);

- Drawing the attention of the appropriate authorities via the Senior Site Supervisor to any repairs or maintenance work required at the premises which is beyond the competence of the site staff;
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
 - basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work such as, such as plumbing in a new tap, or replacing washer etc;
 - minor maintenance of the heating system e.g. bleeding radiators;
 - painting and decorating as appropriate;
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large windows panes or double glazed units or window at a high level or glass covered by safety regulations;
 - minor gardening duties (including cutting grass, tidying flower boxes, weeding etc.)
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean;
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc;
- Ensuring that adequate supplies of cleaning materials and other supplies are available;
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures;
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate;
- Carrying our routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage;
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse
- Clean and undertake basic maintenance of equipment as needed and as directed to ensure that it is clean and in good working order
- Undertake record keeping, as directed.
- Secure and work with hazardous materials
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

Other Duties

- Testing portable electrical equipment if trained and accredited to do so;
- Undertaking letting and related duties as appropriate;
- Preparing the school premises and site for out of school activities and clearing up after these activities
- Undertaking training as appropriate:
- Occasional collection of miscellaneous provisions away from school premises, where reasonable;
- Undertaking banking of cash where required;
- Contributing to an annual check of site maintenance equipment against the Inventory.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments and take action where hazards are identified, including reporting any serious hazards to line manager ;
- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Agreed by: JSC / JLM

17/05/2019