



Job Description

Details of Post

- Title: Caretaker (Level 1a)
- School/ Federation/Academy/Trust: Bishop Hooper CE VA Primary School
- Reporting to: Headteacher
- Main Workplace: Bishop Hooper CE VA Primary School
- Post Number:
- Grade and SCP: Grade 3 (SCP 5)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Under the direction/ instruction of the Headteacher; assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

Principal Duties and Responsibilities

1. Operational Tasks

Security;

- Assist with lock / unlocking school buildings and areas.
- Assist with regular security checks.
- Operate alarm systems where appropriate.
- Assist with cover lettings.

Cleaning and maintenance;

- Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, touching up of interior paint, cutting back branches and disposal of trimmings, undertake perimeter checks of fencing and hedges, dismantling sheds and removal of timber, building of new sheds, fill in rabbit holes and sunken drains, clean and make repairs to decked area, visual checks to play equipment and make minor repairs.

Bishop Hooper is a school where we encourage each member of our inclusive, caring school family to develop educationally, spiritually and morally by living and learning through Christian values so we achieve our very best. Inspired by God's love, we flourish together in our journey to the fullness of life.

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- Assistance with operation of heating plant, cooling and lighting systems.
- Collect and assemble waste for collection.
- Undertake cleaning duties including graffiti removal, litter-picking.
- Undertake emergency cleaning duties
- Undertake routine 'client' tasks in connection with premises-related contractors, e.g. cleaning, grounds, maintenance.
- Provide emergency access to the school site.
- Undertake activities to maintain safe and clean external environment e.g. gritting during snowy and icy weather.

2. Resources Tasks

- Ensure the maintenance of a clean and orderly working environment.
- Timely & accurate preparation of routine equipment / resources / materials as set out in instructions.
- Undertake basic record keeping as directed.
- Report faulty equipment & other maintenance requirements to appropriate person.
- Assist with maintaining the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches.

3. Organisational Tasks

- Assist and participate in the organisation and movement of furniture within the building.
- Operate everyday equipment in accordance with instructions.

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

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5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Headteacher, Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher/Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**

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