

THE CHERWELL SCHOOL

A Centre of Opportunity

Job Description: Caretaker (Day Shift)

Responsible to: Premises Manager

Salary Scale: Grade 5; £16,781 - £17,772 per annum

Working Time: Full Time (52 weeks per year)
24 days annual leave plus bank holidays

37 hours per week (with occasional extra hours on an overtime basis)
Monday to Thursday; 7:00am – 2:30pm and Friday; 7:00am – 2:00pm

General Daily Duties:

This is not a definitive list of all duties but outlines the main responsibilities working within the team of our caretaking staff.

- To be responsible for the security of the site; to understand and follow the correct procedure for unlocking and locking the school site each day
- To carry out repairs and maintenance to the site buildings including carpentry, painting, decorating and general refurbishment
- To manage contractors as they arrive and guide them to specific areas of the school as well as liaising with them over their work; and work with the Premises Manager to ensure all contractor work is finished correctly
- To assist in the daily inspection of specific school areas in line with our schedules
- To liaise with the school's cleaning contractor on a daily basis to ensure caretaking and cleaning teams support each other to achieve a high standard of cleanliness: tidy and litter free
- Daily routine of setting out and clearing away chairs, tables and other furnishing items as required in our large spaces to support school events and activities
- To receive large deliveries and ensure they are transported to the correct department as necessary
- To undertake basic grounds maintenance including grass cutting, hedge trimming, border, shrub areas and weeding walk ways
- General Caretaking requests made via the Premises Manager as appropriate
- To undertake health and safety risk assessments on behalf of the school
- To manage the caretakers stores and ensure they are fully stocked and tidy at all times
- To be a key holder for the school. To react to out of hours queries relating to security alarms or incidents as part of the key holder team's responsibilities

Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

September 2017