

**JOB DESCRIPTION**

Job Title:	Maintenance Operative and Caretaker
Reporting To:	Headteacher / Deputy Headteacher / School Business Manager
Pay Scale:	Grade 14

All staff have the responsibility to safeguard and promote the welfare of children.

Main duties/responsibilities

Site security
Act as a keyholder for the school site, unlocking and securing all access points at the start and end of every day the school is open.
Be on-call to respond to the school's security alarm at all times.
Organisation and maintenance
Ensuring gutters and drains are kept clear and free flowing.
Ensure the school's heating system is working at the beginning of the day, when required.
Ensure the school's heating system and other services, e.g. floodlighting and surveillance systems, run correctly by undertaking regular maintenance checks.
Ensure all lights are switched on and off at the start and end of every day the school is in use, and carry out necessary maintenance, e.g. changing bulbs.
Carry out weekly inspections of all school buildings, fittings and fixtures, and undertaken minor repairs where necessary.
Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions.
Ensure processes are in place for reporting problems relating to the school site and buildings.
Preparing the school premises and site for after school activities, e.g. functions and events, and ensuring the premises is cleaned afterwards.
Ensuring the safe and secure storage of all toxic and flammable substances.

Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment.
Maintain departmental stock levels, e.g. light bulbs and paint, and order more stock with the SBM's authorisation.
Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture.
Promote and adhere to recycling and environmental initiatives set up by the school and local council.
Ensure safe working standards are observed at all times, and adhere to and promote the school's policy and procedures in relation to health and safety.
Respond to fire alarms and carry out fire safety checks.
Maintain a smart appearance at all times, acting as an ambassador for the school and setting a good example for pupils.
Keep up-to-date records relating to health and safety, fire safety and any evacuation procedures that have been carried out.
Other duties
Liaise with the headteacher and review the Adverse Weather Policy to ensure the school site is safe in adverse weather, e.g. snow.
Ensure adequate risk assessments are undertaken and help to review these where necessary.
Follow the school's procedures relating to manual handling and lone working.
Ensure all hirers follow the school's lettings policy and procedures while using the school site.
Work with the headteacher to identify any training and development needs, and actively seek out CPD opportunities as required by the school.
Ensure the school's safeguarding procedures are followed.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the grading and designation of the post.

Post Holder Name:

Post Holder Signature:

Date: