Queen Elizabeth's Girls' School
Educating Women of the Future
Founded in 1888

JOB DESCRIPTION

Job title: Caretaker

Working hours: 37.5 hours per week
(exact working hours to be negotiated, between 6am - 5pm)

Salary: Scale Points 9-12
(final salary determination based on skill set)
£32,186 - £33,608

Accountable to: Facilities Manager

1. Purpose of this role

- To assist the Facilities Manager to maintain the school in a good state of repair and appearance.
- To assist the Facilities Manager to ensure the security, health and safety and smooth running of the school.
- To ensure all tasks are carried out in compliance with School's Health and Safety Policy, and to be an ambassador for Health and Safety.
- To routinely undertake statutory Health and Safety compliance checks as directed by the Facilities Manager.
- To participate fully in all aspects of the life of the school, maintaining good relationships, remaining courteous with all stakeholders and working with initiative.

2. Main duties and responsibilities

Operations

- To move and set up furniture and equipment as required.
- To ensure safe access and egress within the school premises and that any defects are rectified.
- To lock and unlock areas within the school as required.
- To ensure perimeter and site security, reporting and attending to any breaches.

- To check all locks, gates, machinery, controls etc are in good working order, reporting/rectifying any defects.
- Clean driving licence – mini bus driving duties as required.
- Be able to multi-task and work towards a task list, using initiative whilst working.

Maintenance
- Undertake DIY tasks in relation to repairs to buildings, furniture, fittings and equipment etc
- Change light tubes/bulbs as required.
- Undertake basic decorating including painting.
- Adhere to and contribute towards school risk assessments for all maintenance tasks

Presentation
- Remove any graffiti throughout the premises.
- Keep paths, flower beds and grounds free from litter, debris and weeds.
- Keep drains and gullies free-flowing including unblocking them as required.
- Inspection and occasional cleaning of toilets and communal areas as required, replenishing supplies when needed.
- Ensuring all external litter bins are emptied and that waste/recycling is stored safely and effectively, compacting waste as required.
- Ensuring all recycling bins are emptied as required.

Health & Safety
- Adhere to the school Health and Safety policy at all times, being seen to be an ambassador for Health and Safety.
- Regularly check fire appliances, reporting any defects to the Facilities Manager.
- Complete statutory compliance checks, for example flushing of water outlets, water temperature checks, testing the emergency lighting, testing the fire alarm and detection system etc
- Conduct swimming pool water tests when required.
- To assess risks before commencing a task and to introduce appropriate controls when working, adhering to risk assessments at all times.
- To contribute towards developing new risk assessments or refining existing risk assessments.
- Carry out PAT testing for electrical devices, maintaining accurate records.
- Be prepared to respond to incidents as and when they arise.
- Check fire escape routes and keep corridors free from obstruction.
- Check fire doors for their effectiveness and ensure they work effectively and are not obstructed.

Supervision of Contractors
- Ensure contracts operate in a safe and respectful manner, adhering to their risk assessment and method statement at all times.
- Supervise and quality assure the work of contractors when necessary.

- Ensure that all contractors have received their site induction and that they have been made aware of risks and relevant Health and Safety information.

Training & Development

- Undertake training courses deemed to be relevant which may be reasonably required.
- Maintain up to date safeguarding and Health and Safety training as expected.
- Actively participate fully in the schools' appraisal systems.
- To work in accordance with the Data Protection and GDPR policies, maintaining an up to date knowledge of relevant aspects of this legislation.
- Advise and plan training schedules for premises staff.

Equal Opportunities

- Understand and act in accordance with Equal Opportunities policies that are in effect within the school.

Other

- To undertake such duties which are commensurate with the general level of the post that might reasonably be required by the Senior Leadership Team, Business Manager or the Board of Trustees.

This job description will be subject to annual review and may be changed at any time following consultation with the postholder. Where examples have been given, these do not necessarily constitute a definitive list.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.