

**CARETAKER JOB DESCRIPTION**

**Post Title:** Caretaker

**Grade:** Scale 4 £27,058 - £28,415 depending on experience.

**Line Manager/ Appraiser:** As agreed by Leadership Group

**Responsible to:** Leadership Group, Executive Head, The Elliot Foundation

**Aim of the Role:** The role of our Caretaker is to ensure a safe, inspirational site for

 students & staff; providing maintenance and security services within

Griffin.

**Strategic Duties and Responsibilities:**

* To support the aims and ethos of the school
* To set a good example in terms of attendance, punctuality and professional behaviours
* To follow, actively promote and uphold Griffin and The Elliot Foundation policies
* To support Griffin staff in promoting best practice in building maintenance, Health and Safety and security issues
* To participate in staff meetings and CPD as appropriate
* To follow agreed policies for communications in the school
* To prepare and provide reports as required
* To be aware of in-school procedures and confidential issues and to keep confidences appropriately
* To play a full part in the life of the Griffin community, to support its Strategic vision
* To work closely with the Estates Team at Head Office
* To comply with Griffin’s and The Elliot Foundation’s Health and Safety Policy and undertake risk assessments as appropriate
* To comply with Griffin’s and The Elliot Foundation’s safeguarding procedures

**Day –to –day Duties and Responsibilities:**

* To open and lock Griffin premises and gates (as needed) including during agreed parts of the school holidays,
* To ensure that all buildings and maintenance issues are attended to promptly and efficiently
* To set and test the security and fire alarm systems
* To check and be responsible for overall security of the site
* To respond to a call-out as a result of the alarm system being activated
* To oversee the operation of heating plant and lighting systems
* To oversee Health & Safety aspects of the site and compliance issues with the Office Leader
* To liaise with Cleaning services company
* To read meters as necessary and maintain approved records
* To undertake general maintenance and repairs of the site
* To regularly inspect the school site to carry out repairs, maintaining associated records
* To iiaise with building contractors and other agencies on site concerning repair and maintenance

 requirements in school

* To convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary
* To contribute to the daily maintenance of hard core surfaces and other areas, to include keeping paths, access points and entrances free of snow and ice to ensure safe passage as necessary
* To ensure that Griffin is clear of litter and to contribute to the tidying of paths, drives and other hard

 surfaces within the site grounds as appropriate.

* To undertake a morning site check and perform duties to ensure Griffin is ready for our students
* To undertake cleaning duties as required: spot and emergency cleaning which may be necessary to maintain hygienic standards
* To check all fire fighting equipment in the school is maintained in operational condition (weekly);
* To clean all windows/glass surfaces which are not cleaned by contract window cleaners (termly);
* To move furniture and equipment throughout the site as required
* To support with deliveries and other maintenance work within the kitchen area
* To set up the hall for Meetings, performances other functions / meetings
* To undertake general gardening duties around the site such as weeding, planting and hedge trimming
* To keep our ***Forest in the City*** safe and work to the instructions of our Deputy Head.
* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety, e-safety and security and confidentiality, reporting all concerns to an appropriate person

Holiday entitlement should be taken within the Griffin school holiday periods.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post without changing the general character of the post.

There may be a requirement to work locally in other partner The Elliot Foundation schools within the group.

**Review:**

This job description is not exclusive and may be amended from time to time by agreement between the Executive Head (or delegated member of Leadership) and the member of staff. The job description will be reviewed annually by agreement between the Line Manager and the member of staff.

This job description is not your contract of employment or any part of it.

It may change either as your contract changes or as the organization of Griffin is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but reviewed annually.

Signature of Post Holder: Date:

Signature of Executive Head: Date: