



# THE ROBERT NAPIER SCHOOL

## JOB DESCRIPTION

### CARETAKER

Please email completed Support Staff application form to [vacancies@robertnapier.org.uk](mailto:vacancies@robertnapier.org.uk). For further information email Paul Filtness (Premises Manager) [pfiltness@robertnapier.org.uk](mailto:pfiltness@robertnapier.org.uk)

Designation: Caretaker

Department: Caretaking

Salary Grade/Range: 4-11 £19,264-£22,129

Responsible to: Premises Manager

#### **Purpose:**

To support the Premises Manager in managing the premises and duties will include: securing the school and grounds, maintaining the premises and supporting the day to day activities of the school. You will need to be flexible, able to adapt your workload with changing priorities, possess good all-round general maintenance skills and have 'a hands on' or 'let's get it done' approach. You will also be supportive of the ethos of the school. The post holder will be required to be an experienced practitioner with significant practical skills.

#### **Responsibilities will be assigned by the Premises Manager and could include:**

- Occasional closing of premises when covering absences.
- Checking building maintenance / conditions & reporting defects
- To undertake repairs and maintenance of buildings and furnishings where possible
- Assist in identifying and reporting H & S issues taking appropriate action where appropriate i.e. carrying out repairs and or making safe
- To carry out any emergency repairs, especially those relating to school safety and security e.g. windows, doors and locks

- To keep all doors, fire exits, door closing mechanisms and door furniture in good working order
- To attend alarm calls as necessary
- To assist in snow clearance as necessary
- To deal with any drainage problems
- To undertake, where possible, minor conversion of rooms
- To undertake minor building work e.g. loose paving slabs, wall bricks, concreting
- To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds
- To undertake specified indoor cleaning duties, including the inside surfaces of windows up to 11 foot from floor level and fan convactor heaters
- Perform litter picks and bin emptying in communal areas inside and out
- Signing for deliveries and checking contents matching goods with delivery note
- Deliver equipment and parcels to relevant subject areas
- To keep all fences around the building in safe condition
- To note and report as necessary on matters affecting the health and safety of persons on the site
- To check and upgrade the level of fire extinguishers in the school, keeping a record of all used appliances
- To undertake any decoration work, especially outside doors, windows, weatherboards and mobile building weather proofing repairs
- To fit carpets in areas other than those requiring a professional fitter
- To meet and attend to contractors visiting or working on site, when required
- To read meters as necessary
- To carry out emergency cleaning in critical areas (e.g. toilets) as directed by Premises Manager, where a health risk is deemed to exist
- Setting out halls for examinations
- Setting out main hall and other rooms for meetings, training and bookings
- Respond positively with requests from staff, either sorting the issue or providing a timeframe for when it will be resolved.
- To undertake and maintain appropriate professional qualifications

- To carry out any other talks of similar nature at the discretion of the Headteacher/Premises Manager

**Generic Responsibilities:**

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders

**Working Environment:**

The post will be based within The Robert Napier School.

**Hours of work:** Full time – 37 hours per week with a 30 minute unpaid lunch break. Weekend working may occasionally be required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you carry out any other reasonable duties or requests of the Premises Manager, that are in keeping with this post or as may be determined from time to time by the Headteacher.

The above job description may be reviewed during the academic year. It may also be amended at any time but you will be given appropriate opportunities to discuss any proposed amendments prior to changes be made.

**Signatures:**

Signed .....  
Caretaker

Signed .....  
Headteacher

Dated .....

Dated .....