



# Shepton Mallet Community Infants' School & Nursery

## **JOB DESCRIPTION**

CARETAKER/HANDYPERSON/SCHOOL CROSSING PATROL

**Job title:** Caretaker/Handyperson/School Crossing Patrol

**Directorate:** CYPD

**Pay Scale:**

**Reports to:** Headteacher or other nominated member of staff

## **Main job purpose**

To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson and cleaning activities. This will be conducted under the general supervision of the Headteacher or Office Manager.

## **Main responsibilities and duties**

1. As the main keyholder to be responsible for the security of the school premises, to assist the Headteacher in making any arrangements to cover periods of absence of other keyholders.
2. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
3. To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
4. To identify and report building, furnishing or fittings deficiencies to the Office Manager and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
5. To undertake a range of handyperson duties as directed by the Headteacher or Office Manager to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
6. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
7. To take delivery of stores, goods and equipment and arrange storage or distribution as required.
8. To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.



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9. To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
10. To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
11. To clean defined areas of the school premises, together with any emergency cleaning needs.
12. To make arrangements as authorised by the Headteacher for the purchase of any cleaning equipment and materials which may be required.
13. To exercise responsibility for the supervision and deployment of cleaning staff employed by the school, including the monitoring of cleaning standards and advising on the correct use of equipment and materials.
14. To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
15. To maintain staff and pupil cloakroom and toilet facilities in working order and to ensure that appropriate supplies of consumables are available.
16. To set out/put away furniture for school events, and undertake general portage as required by the Headteacher.
17. To service occasional evening/weekend lettings and use of the premises in accordance with existing local practice when required.
18. To make appropriate arrangements for the collection of school waste.



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## **Knowledge & skills**

Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents and DIY skills is required.

## **Supervision and management**

The postholder will often be required to work without direct supervision.

## **Problem solving and creativity**

Identification of health and safety hazards throughout the school premises.

## **Key contacts and relationships**

Daily contact with the office Manager and cleaning staff. General contact with other school staff and contractors/suppliers.

## **Decision making**

Any action to be taken arising for equipment and machinery breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting as appropriate with the Headteacher.

Obtaining quotes for repair jobs and arranging emergency repairs, as necessary.

Supervisory decisions regarding the deployment and monitoring of cleaning staff.

## **Resources**

Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required.

Training will be arranged, as necessary.



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## **Working Environment**

Shepton Mallet Community Infants' School and Nursery has 5 classrooms, a Nursery block, ICT suite, library, school hall, kitchen, staffroom, offices, 5 toilet areas, main playground, 4 outdoor learning areas, and 2 small gardens.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

**Date:** September 2020