Harrytown Catholic High School

Job Description

Caretaker
Responsible to: Facilities Manager

Key Purpose of the Role

- To assist the Facilities Manager in maintaining the school site and grounds to enhance the learning environment for staff and pupils. Working in accordance with school policies and objectives.

Main Duties and Responsibilities:

Buildings

- To assist with day-to-day site related issues (as directed by the Facilities Manager or Business Manager)
- To assist and accompany contractors/visitors to site ensuring all relevant H&S and safeguarding policies are adhered to
- To assist with maintenance tasks which require multiple staff in order to be conducted safely
- To assist in the security and safety of the school premises
- To act as key holder

Grounds

- To sweep, clear and litter pick all areas of the school grounds
- To clear gutters, gulleys, hoppers and drains on a regular basis
- To assist with general grounds maintenance as directed by the Facilities Manager or Business Manager

Health and Safety

- To ensure that equipment, machinery and cleaning materials are used in an appropriate manner and that accidents at work are reported to the Business Manager
- To be familiar with H&S customs and practices and to engage with H&S training as and when directed

General

- To assist with and participate in staff training programmes

- To undertake such other duties related to the work of the school, appropriate to the post, as assigned
- To commit to safeguarding and promoting the welfare of children in relation to the role, ensuring a safe/secure perimeter fence is maintained and that all contractors on site are supervised where necessary
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures; health, safety and welfare; emergency evacuation and security

Other

- Operate relevant equipment/machinery in a safe manner and undertake any necessary training courses required by the role
- Maintain a tidy and organised workspace and storage areas
- To be involved in other associated duties as discussed and agreed with the Facilities Manager or Business Manager
- Support the Catholic ethos of the school

Other specific duties

All Harrytown staff are expected to:

- Promote the vision and ethos of our school
- Support and contribute to the active safeguarding of our children
- Work within our policies to ensure a safe environment for all staff, pupils and visitors
- Ensure equality of opportunity amongst staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues
- Engage actively in the Catholic life of our school
- Ensure the confidentiality of all sensitive information

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.