Inspire Care Achieve

JOB DESCRIPTION

JOB TITLE:	**General Maintenance/Caretaker**
RESPONSIBLE TO:	**The Premises Manager**
HOURS:	**22 hours per week, shift rota in place** **52 weeks per year with holiday entitlement**
GRADE:	**NJC SCP 5-6 pro rata currently equivalent to £11,483 to £11,715** **(£956 to £976 per month) Pay award pending**

JOB PURPOSE

Under the direction of the Line Management Team and taking into account the practices and procedures of the school, the General Maintenance / Caretaker will be required to attend to a wide range of duties and responsibilities connected with the fabric and grounds of the school.

The General Maintenance Team member will adhere to local procedures and participate in staff appraisal.

SUMMARY OF MAIN DUTIES

- To maintain the appearance of the site by giving due regard to the content of this job description and within current Health and Safety regulations
- To carry out repairs to school equipment as agreed with the Premises Manager
- To carry out works in order to improve the site as required by the Premises Manager
- To carry out general repairs, including carpentry, plumbing and decorating.
- To maintain the school grounds, including flower beds and sports pitches
- To maintain the cleanliness and tidiness of all external hard areas to a high standard
- To carry out internal/external window cleaning where required
- To ensure security of the site at the end of operations.
- Unlock the site in preparation for the operational day.
- Ensure smooth management of lettings including the setting up of rooms as required.

External Maintenance

- To ensure regular litter patrols are undertaken and target additional patrols as necessary
- To empty litter bins on a daily basis
- To carry out window cleaning where required
- To undertake designated gardening duties including mowing of pitches and other grassed areas. This includes mowing, pruning and clearance, ground aeration, weeding, strimming, line marking of pitches etc.
- To treat relevant areas with fertiliser and weed killers as appropriate
- To perform routine maintenance to grass cutting machinery and other equipment
- To clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, ensuring sufficient materials are available when the conditions demand
- To clean and clear all drains and gullies to ensure an effective and healthy operation
- To remove/obscure any graffiti on the exterior of the school/site
- To identify damage, acts of vandalism and normal wear and tear; and report such to the Premises Manager

- To ensure any hazardous materials are removed, including emergency cleaning of spillages etc. where necessary

Internal Maintenance

- To maintain a regular check and control of litter around the interior of the school
- To undertake repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- To prepare rooms for decoration, etc. with due regard to health and safety and lifting and handling regulations.
- To redecorate any area, agreed as reasonable on instruction e.g. classrooms, stores, subject to safety regulations.
- To carry out internal window cleaning where required
- To remove graffiti and gum etc. from fixtures, fittings, furniture and buildings
- To ensure staff and student toilet facilities are regularly checked and maintained to the high standard
- To assist with moving such items of school furniture/equipment as required, with due regard to current regulations.
- To ensure any hazardous materials are removed, including emergency cleaning of spillages etc. where necessary
- To take deliveries of goods as required and transport them to the relevant areas of the school if asked to do so.
- To make suggestions for improving the buildings and site to the benefit of the school

Local Procedures

- To participate in staff reporting and appraisal and training to support the role, the needs of the school and personal development
- To adhere to all locally approved procedures within school
- To ensure Health and Safety practises are being adhered to

This job description is a representative document. Other reasonably similar duties may be allocated from time to time as required to facilitate the efficient operation of the Premises Team and the School .

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

Greenbank High School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS clearance.