

January 2023

## MAIN DUTIES AND RESPONSIBILITIES

The following list is not exhaustive but is a guideline as to the main requirements of the role:

### Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of students.
- Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct.
- Staff will receive appropriate child protection training and online safety training which is regularly updated.

### Security & Emergency

- Ensure the health and safety of pupils, staff and visitors wherever possible and contribute to the provision of a safe, secure and comfortable working environment for the whole school.
- Security duties are laid out below.
- Ensure that the buildings and school site are secure, particularly out of school hours. These duties are done on a rotational shift basis that allows for leave, training, sickness and such overtime as required to meet the school's operational needs.
- Patrol and inspect the interior and exterior of the school's facilities on foot. Challenging any stranger found on site and responding promptly and safely to calls for assistance and emergency calls throughout the School.
- Act as a nominated Key Holder, responding to out of hours or weekend calls to deal with security or emergency issues and be the school's point of contact for Police or Fire Service call-outs; alerting the DFO or Facilities Manager to any risk or breach of security.
- Set & unset the school alarm system together with locking/unlocking gates and internal/external doors, ensuring all windows are closed and locked, that the school's buildings and grounds are secure at the end of the day and that the alarm system is functioning properly.
- Responding to and resetting the school's alarms and in the absence of the school's Facility Manager liaise with the police and alarm company.
- Check and secure the school premises subsequent to any out of hour's intruder alarm activation, make emergency repairs or allow access to contractors who may be working on the site, in school holidays or weekends.
- Checking for damage/security every morning on arrival at the premises.

### Car Park Management

- Prevent unauthorised parking and access past the road barrier and gates.
- Control the safety of pedestrians within the car park and temporary car parks when in operation.
- Give directional advice to visitors for parking and then onto their final destination within the school site.

### Reporting

- Report incidents to the DFO/Facilities Manager and record these in relevant log(s).
- Report serious hazards and occurrences to the Facilities Manager immediately, making safe any hazards where possible and ensuring the area is cordoned off;
- Identify and report maintenance and repair jobs to the Maintenance Department (verbally, helpdesk etc.)
- Identify and report Health and Safety incidents (near misses), accidents and hazards to the DFO, Facilities Manager and other relevant parties.

### General Duties

- Assist the Facilities Manager in providing a safe environment for the school community and its visitors.
- Perform duties in accordance with health and safety procedures and policies, taking remedial action where hazards are identified.
- Report serious hazards and occurrences to the Facilities Manager immediately, making safe any hazards where possible and ensuring the area is cordoned off.
- Undertaking custodial duties across the school estate, cover absences and provide additional help to other teams when required.
- General portage duties including movement of furniture and equipment within the school, delivering parcels, setting up for events and clearing away.
- Receive and check goods and supplies, taking them to departments and addressees.
- Support the setting up for events and clearing away afterwards to ensure the school is ready for pupils the following day as directed by the Facilities Manager.
- Carryout safety monitoring activities including emergency light checks and weekly fire alarm tests, record findings and reporting as necessary.
- Ensure that clear passage is maintained on fire escape routes and that the site is safe & tidy e.g. moving boxes, replacing moved furniture.
- Ensure plant rooms are tidy and that no flammable material is stored there.
- Ensure all custodial materials, tools and equipment are in a safe condition at all times.
- Any other duties associated with the role of a caretaker as may from time to time be required.

### Additional Duties, not limited to:

- Provide reception cover and assistance as and when required.
- Provide escorts to parents, contractors, visitors and relevant others throughout the day as required.
- Provide agreed support for events and activities as required.
- Minor joinery and plumbing repairs, including dosing water systems.
- Operation, daily checks and routine maintenance of the swimming pool including removing and replacing the pool cover.
- Checks for water quality in domestic hot water systems.
- Driving the van and minibuses as required;
- Regular checks, cleaning and basic maintenance of the school's van and three minibuses.
- Movement of furniture and equipment within school.
- Receiving and distributing incoming post and goods deliveries.
- Deliveries to the Post Office, bank and other local addresses.
- If required, covering for grounds staff for litter picking and emptying waste bins and for basic grounds maintenance tasks.
- Maintaining stocks of copying paper, other stationery and loading of photocopier paper stock in copier rooms.

- Checking for damage and faults to the building fabric, furniture and equipment and instigating repair/replacement as necessary.
- Routine operation of heating and ventilation and lighting systems, including effective energy management.
- Front line maintenance of heating and ventilation systems, including replacement of filters.
- Front line maintenance and clearing of drains, roof gutters and down pipes (where safe access is available), and gulleys.
- In the absence of the Caretaking Supervisor, the other three caretakers will have specific responsibility for keeping statutory records relating to:
  - fire alarm systems and firefighting equipment
  - heating and ventilation plant maintenance
  - swimming pool water quality
  - domestic water quality; and
  - minibus checks and maintenance
- Undertake any other reasonable duties.