CRESSEY COLLEGE

JOB DESCRIPTION

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| Post: Caretaker and maintenance person |
| Report to: Operations Manager | Cressey College |

**Introduction:**

The Caretaker and maintenance person will be responsible for the daily management of all the school sites and for completing low-level maintenance and upkeep.

Hours are 40 hours per week full time – standard hours are 0900 – 1730 with 30mins unpaid break, 28 days holiday per year which includes Bank Holidays. Actual hours worked during school closure and holidays to be negotiated with Operations Manager.

Must be a driver.

**Main purpose of the job**

*Under the overall direction of the Operations Manager play a lead role:*

* All aspects of school site management, including a wide range of duties and responsibilities connected with the fabric and grounds of the school.
* On-call duties associated with security, fire alarms and routine maintenance and repairs.
* Improving the fabric of the school sites including low-level decoration and repairs.
* Suggesting improvements to the general school property or routines.
* Conducting preventative maintenance and repair programmes.
* It is essential that the job holder has a wide range of electrical, plumbing, door lock and general repair experience.

##### Duties and responsibilities

## General Responsibilities

## Routine maintenance and repairs to school sites.

## Ensure that the school sites are properly prepared for use during inclement weather.

## Monitoring of compliance with Health & Safety regulations.

## Testing of emergency lighting monthly and recording the results.

## Liaison with all contractors, including security and fire contractors to ensure inspection regimes are adhered to.

## Reporting and repairing of any defects.

## Maintaining any finance paperwork associated with premises spending.

## Identify any areas where improvements could be made to working procedures and practices.

## To undertake any specific tasks as identified by the Head Teacher or the Senior Leadership Team.

## To assist with the security of all the school sites.

## To assist in keeping the school sites looking tidy at all times.

## To ensure all tools and equipment are keep in good working order and accounted for monthly.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

**Signature of Post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**

# Signature of Operations Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /