



CHIPPING NORTON SCHOOL

JOB DESCRIPTION ROLE

Job Title		Premises Maintenance Manager (Caretaker)			
Reporting To:		Site Manager / Business Manager			
Line Management:		Not applicable			
Salary Grade		5	Point 5-7		Salary £19,312-£20,092
Hours per week	37	Working weeks per year	52	Hours of work	Shift A M/Tu/W/Th 0600 - 1400 F 0600-1330 Shift B M/Tu/Th 1200-2000 W 1200-2030 F 1200-1930

JOB PURPOSE

To be a supportive member of the Site Team, which consists of a Site Manager, two full time Caretakers and Cleaning team.

MAIN RESPONSIBILITIES – under direction of the Site Manager

- Operate a rotating shift system every 3 weeks, 2 weeks days and one week of evening shifts.
- If weekend/late duties are required overtime pay rates or time in lieu will apply.
- Open and close premises and grounds to meet the routine and non-routine requirements of the buildings occupants, possibly including odd weekends and evenings.
- Communicate clearly.
- Be responsible for the school's security.
- Be flexible.
- Carry out in-house statutory testing as required.
- Take pride in helping to maintain the highest standard of cleanliness, presentation and health and safety at all times.
- Ensure all entry points, including gates, doors, windows and other security measures are working effectively and that any security issues are reported to the Site Manager.
- Ensure the safety of the premises.
- Management of the heating plant.
- Complete routine minor repairs and general maintenance.
- Sign in and manually handle supplies, equipment and furniture.
- Communicate and coordinate with contractors through the Site Manager.
- Test and record results of water, hygiene levels either manually or other recording system.

- Liaise with staff to meet the wider range of needs associated with accommodation and services provided on the school site.
- Management of mains services, fire alarm and intruder alarm systems.
- Liaise with the Leisure Centre, Chipping Norton Pre-School and other community stakeholders as necessary.
- Act as a named key holder for the school and attend emergency call outs as necessary.
- Act as a safety monitor in the school's bus park during morning disembarkment of students.

Health and Safety

- Undergo basic first aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

Standards and Quality Assurance

- Support the aims and ethos of the school and make a difference to the children and community we serve.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned.
- Be proactive in matters relating to health and safety.
- To support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- To set a good example in terms of punctuality and attendance.

General

The post holder will be required to:

- Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Signed
(Employee)

Dated

Signed
(Line Manager)

Dated