

Wellington School



Out of Hours Caretaker Job Description

Responsible to: Estates Manager

Overview of Post

The main duties will be to service all school lettings, clubs and functions out of hours, set up and removal of required equipment and, most importantly, locking of the site.

You will be expected to use your initiative in ensuring that the School site is maintained to a high standard. This includes: -

- Security of premises
- Heating and lighting
- Maintaining premises in good state of repair

Working Pattern

Minimum hours 14.5 per week, worked Monday 5pm-9.30pm, Tuesday to Friday 5pm-7.30pm

In due course, these hours may be extended, therefore, the post-holder must be flexible and willing to work until 10.15pm (weekdays) and possibly weekends to cover school events/lettings if required.

Duties and Responsibilities

General

- Duties in connection with evening, weekend or holiday events, including school functions, clubs and lettings
- To attend to, personnel visiting the site such as those who hire the facilities or contractors.
- Ensure School is secure out of working hours, following correct procedures for alarm systems
- Ensure all doors and windows are secured and all lights and heaters are switched off after use
- Undertake the responsibility of keyholder as required and be on the alarm call out rota
- Carry out all necessary checks to ensure fire alarms, extinguishers and related equipment is fully functional at all times, maintaining the appropriate logbook.
- Ensure that the temperature within the School is maintained at appropriate levels and that all heating and lighting equipment operates efficiently
- Ensure all appropriate records and documentation are kept in accordance with regulations and as directed by your line manager
- Draw to the attention of the Estates Manager any repairs or maintenance work required. Carry out minor and temporary repairs
- To ensure that gullies, drains etc., are kept free from debris and that the School and grounds are litter free
- Ensure clear and safe pedestrian access to the School particularly in adverse weather conditions (eg., clearing snow, gritting etc.)
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required
- To undertake portage tasks as required including setting up and clearing away furniture
- To maintain appropriate records including intruder alarm logbook, repair orders and heating system record book, carry out meter readings for the School
- To report emergencies in the case of faults with gas, electric and water supply to your line

manager, or where not immediately available, contact the relevant parties.

- To comply with the requirements of Health and Safety, other relevant legislation and School policies and carry out weekly fire alarm tests and assist with evacuation procedures.
- To monitor stock levels of consumable items such as grit, lightbulbs / tubes and arrange to replenish supplies in accordance with current procedures
- To clean the internal face of some external windows and other internal glass within the limitations of safe working practice
- To clear blockages, remove foreign matter from sinks, toilets, drains and trap, cleaning up any spillages.
- To clean light fittings and to test lighting systems weekly, replacing where necessary minor parts such as tubes, fuses, starters and diffusers, in accordance with safe working practices
- To ensure all minibuses are checked, cleaned and maintained. Reporting any concerns directly to The Estates Manager

Grounds maintenance

- To perform astro-turf pitch maintenance duties. This includes operating specialised machinery for which training will be provided.
- To perform roof and down pipe maintenance duties, clearing debris. This will require working at height.

The above is not exhaustive, but gives guidance to the post-holder and line managers as to the expectation of the post. The high standard of presentation of the estate and its buildings is an essential element of this position. The confidence that visitors to the School can arrive at any time and be impressed by the environment is paramount.

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder and Estates Director.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.