

**MATRIX ACADEMY TRUST**  
**Job Description –Caretaker**

<b>Based at:</b>	<b>DAME ELIZABETH CADBURY</b>
<b>Arrangement:</b>	Full time – 37 Hours All year round (including school holidays) – Holidays to be taken during school Holidays, not during term time.
<b>Salary:</b>	Scale Group 5 Spine Points 17-20 £19,576 to £20,326
<b>Main Purpose:</b>	To ensure the security, cleanliness, maintenance and safety of the premises, building facilities, heating and lighting and the wider site.
<b>Main Activities:</b>	<ul style="list-style-type: none"> <li> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Maintain the security and safety of the premises and its contents at all times, open and close at appointed times, carry out security procedures operating intruder alarms as per the Headteacher’s and Governors’ instructions and securing premises following illegal entry/vandalism.</li> <li>• On occasions respond to emergency call outs due to alarm activations or intruders on site.</li> </ul> </li> <li> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Carrying out tests/inspections on various health and safety equipment such as the fire alarm, fire extinguishers and emergency lighting etc. Record all tests and inspections in line with appropriate legislation.</li> </ul> </li> <li> <p><b>Heating and Lighting</b></p> <ul style="list-style-type: none"> <li>• Operation of the heating plant, to ensure correct temperatures are maintained throughout the school. Ensuring that there is an adequate supply of hot water available.</li> <li>• In accordance with instructions from the Head Caretaker, carry out and record meter readings.</li> <li>• The cleaning of heating plant, air conditioning Filters, fan assisted heaters and boiler houses.</li> </ul> </li> <li> <p><b>Cleaning/Appearance of the School</b></p> <ul style="list-style-type: none"> <li>• Provide safe access to the premises in the event of snow/minor flooding or similar emergency situations.</li> <li>• Ensure all outside steps, playgrounds, pathways and playing fields are kept in a clean condition and that all waste paper receptacles are emptied daily.</li> <li>• To be responsible for the collection of litter from grassed, landscaped, car parks and other areas on the schools land. Ensuring that drain grids are free from litter and other debris.</li> <li>• Ensure that toilets are adequately stocked with toilet requisitions at all times.</li> </ul> </li> <li> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Use trade skills, e.g. carpentry, electrical and plumbing to maintain and upgrade the site as required.</li> </ul> </li> </ul>

	<p><b>Portage</b></p> <ul style="list-style-type: none"> <li>• Perform all portage duties according to the school's needs, as determined by the Facilities Manager and Head Caretaker. This will include receiving and distributing cleaning materials, equipment and other relevant goods, delivering packages to departments.</li> <li>• Attend to visitors/contractors, including receiving telephone calls and other messages where appropriate.</li> <li>• Collecting and disposing of all rubbish to appropriate containers.</li> <li>• Destroying sensitive documents via incinerator or shredder as instructed by line manager.</li> <li>• Move furniture and equipment around School/Leisure Centre as required.</li> <li>• Prepare and clear desks and chairs for school examinations and other events.</li> </ul> <p><b>Monitoring and Recording</b></p> <ul style="list-style-type: none"> <li>• In accordance with instructions from the Facilities Manager and Head Caretaker to monitor the work of all contractors engaged in the maintenance and repair of the school premises.</li> <li>• In accordance with instructions from the Head Caretaker to monitor various aspects of health and safety, i.e. Asbestos, pathways and slabbed areas etc and to record findings on appropriate paperwork. Also to inform line manager of any defects.</li> <li>• Assist Head Caretaker to keep, update and /or return all necessary documents and records as required by the Headteacher, Facilities Manager and Governing Body.</li> </ul> <p><b>Stores/Equipment</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the safe and correct storage, maintenance, issue, use of materials chemicals and machines.</li> </ul> <p><b>Lettings</b></p> <ul style="list-style-type: none"> <li>• Preparing for after school activities, opening up and securing the premises, cleaning up after these activities and preparing venues for the return of normal activities.</li> <li>• On rotation, to open up and secure the site for community usage at weekends.</li> </ul> <p><b>Window Cleaning</b></p> <ul style="list-style-type: none"> <li>• To undertake certain window cleaning within safety requirements.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Transport pupils using the School Minibus</li> <li>• Attend Minibus Driver Training as required</li> <li>• To attend First Aid training as required.</li> <li>• Administer First Aid to pupils, staff and visitors as required.</li> <li>• To attend any other training courses as required</li> <li>• To undertake any duties reasonably directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....