

**Position: - Caretaker/Site Agent (School)**

<b>Job Title:</b>	Caretaker/Site Agent (School)
<b>Hours:</b>	Full Time
<b>Contract Type:</b>	Permanent/Temporary
<b>Salary:</b>	Up to £30,000 depending on experience and qualification
<b>Responsible to:</b>	Headteacher/Senior Leadership Team/Site Manager

**Job Description:**

We are looking to employ a Caretaker/Site Agent to manage and maintain the school premises of our School, to ensure that they are clean, secure, safe and well maintained

**General Main Duties and Responsibilities:**

- Locking and unlocking the buildings, as required.
- Assisting users with setting up facilities such as chairs, tables etc
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise. Undertaking minor repairs to fixtures and fittings.
- Ensure all plant and equipment is maintained to the required standard.
- Grounds maintenance.
- Assisting with the organisation of school refurbishments.
- Porterage around the school sites.
- Monitoring the premises for any hazards, carrying out repairs or reporting problems, where necessary.
- Ensuring that all stakeholders adhere to the school's Health and Safety Policies and Procedures
- Taking reasonable care of own health and safety and that of others. Co-operating on all issues involving health and safety.
- Using the appropriate work equipment provided, in accordance with training and instructions.
- Carry out risk assessments.
- Maintain appropriate record keeping.
- Ensure all equipment is maintained effectively, in line with statutory requirements.
- Not interfering or misusing anything provided for health, safety and welfare.
- Reporting any health and safety concerns to the Site Manager/School Business Manager, as soon as possible.
- Ensuring all tasks are completed in a safe manner
- Holiday/cover for the Site Manager, as required.
- Overtime work, when required and in agreement with the School Business Manager.
- Respond to emergency call outs and take action, as required.
- General cleaning, when required.
- Supervision of contractors.
- Painting and decorating, general maintenance and repairs.
- Health and safety checks, in line with legislation.
- Sweeping/salting and keeping clear school footpaths and car parks.
- Litter collection around the school sites.
- Any other duties that may be required

**Caretaker/Site Agent – Personal Specification**

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Good Numeracy and Literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Any additional qualifications pertinent to the job role</li> <li>• A full driver's license</li> </ul>
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience that supports maintenance of an aspect of buildings or premises</li> <li>• Experience that is transferrable to the role</li> <li>• Knowledge and understanding of relevant policies/codes of practice – health and safety</li> <li>• Ability to use a range of tools and equipment, ensuring safe handling and storage</li> <li>• Ability and willingness to work as part of a team</li> <li>• Ability to use own initiative</li> <li>• Ability to communicate effectively at all levels with internal and external personnel, contractors and suppliers</li> <li>• Understanding of school roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> <li>• Experience of co-ordinating building projects and premises improvements</li> <li>• Ability to carry out basic building repairs, painting, decorating and grounds maintenance</li> </ul>
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to undertake manual work and to perform tasks</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Highly motivated with high expectations, a positive attitude and a good sense of humour</li> <li>• Excellent self-management skills</li> <li>• High level of personal integrity and a flexible approach to the role</li> <li>• Approachable professional, who responds well to and offers constructive advice</li> <li>• Willingness to participate in training and development</li> </ul>	

**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

**T: 0333 335 5021 M: 07743 249 982 E: [sunita@placingpeopledirect.co.uk](mailto:sunita@placingpeopledirect.co.uk)**

**W: [www.placingpeopledirect.co.uk](http://www.placingpeopledirect.co.uk)**