**Job Description: Caretaker**

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| **Post Details** |  |
| **School/setting:** | Twynham School & The Grange School (‘Twynham TGS’) |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 6 |
| **Responsible to:** | Facilities Manager (Twynham TGS) |

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| **Main Purpose** |
| To inspire excellence throughout the schools, upholding the vision, values and ethos of the schools and to actively contribute to their development.  To be responsible for the compliance, safety, cleanliness, maintenance and security of the school site, furnishings and grounds to the expected standards of the Twynham Learning Trust. This position requires a combination of technical skills, attention to detail, and the ability to work independently to ensure the smooth operation of the school facilities.  Plan, organise, execute and inspect all relevant works relating to the school site.  To assist the Facilities Manager with the line management of cleaning staff. |

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| **Duties and Responsibilities** |
| Building Maintenance:   * Conduct regular inspections of the school buildings and grounds to identify and address maintenance needs. * Perform maintenance tasks and general maintenance relevant to skill and ability. * Ensure that all building systems, including heating, ventilation, and air conditioning, are in good working condition. That equipment and appliances are switched on and off at the appropriate times and that minor repairs and upkeep (e.g. changing of light bulbs) is carried out. * To act as the key contact/liaison point for all maintenance contractors/operatives to ensure all maintenance and statutory checks, completed by a competent person, are completed on time, to an approved standard and any issues addressed and completed to a satisfactory standard. Proof of these checks are to be uploaded to the compliance system. This will include but not be limited to: - air conditioning, asbestos, auto doors, boiler/gas, CCTV, electrical, fire alarms and equipment, glazing, intruder alarms, kitchen equipment, legionella, lifts, lightning conductors, roller shutters, playground/PE equipment. * To ensure that the school is cleaned and maintained to a high standard. This will involve arranging, undertaking and/or overseeing deep cleaning of the buildings during school closure periods.   Groundskeeping:   * Maintain the school grounds by liaising with grounds contractor and ensuring that outdoor spaces are safe and aesthetically pleasing. * Manage waste disposal and recycling programs.   Security and Health & Safety:   * Implement and enforce security measures to safeguard the school premises. * Conduct regular safety inspections and address any hazards promptly. * Collaborate with school administrators to develop and implement emergency response plans. * To be a key holder, responsible for access to, and security of, the school site including day to day operational responsibility, emergency and out of hours call-outs as required. To liaise with the Police/Fire Service as an initial point of call. * To create and maintain a safe environment, ensuring that Health and Safety Regulations and Safe Working Procedures are adhered to. * Attend appropriate training such as Working at Height, Risk Assessment Writing, Legionella and Asbestos Awareness. * Wearing personal protective equipment provided. * Ensure all statutory weekly, monthly, termly and yearly checks are completed on time, uploaded to the compliance system and any issues addressed and completed. * Ensure that contractors on site are familiar with Health and Safety requirements and related school procedures. * To ensure that all contractors are suitable to use in a school environment (e.g. checking qualifications and vetting checks etc.) * To help oversee the termly fire drill and document them on the compliance system. * To check the grounds and buildings daily for break-ins, vandalism and damage and to organise emergency repairs to make the school safe.   Equipment Management:   * Oversee the inventory and maintenance of school equipment and tools. * Coordinate with vendors for equipment repairs and replacements. * Helping with the ordering of caretaking and cleaning supplies within the allocated budget limits, to keep supplies safely and securely, and to ensure that consumables (soap, toilet rolls, hand towels etc.) are in good supply and replaced when required.   Event Support:   * Provide logistical support for school events, exams and activities, including setting up and taking down equipment and ensuring facilities are ready for use.   Communication:   * Maintain clear and effective communication with school staff regarding maintenance schedules and activities. * To respond to maintenance tickets in a timely manner. * Collaborate with other school staff and external contractors to ensure efficient and effective maintenance and repair processes. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| * To support the work of the Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| * Ability to operate and maintain tools and equipment used in building maintenance. * Previous experience in a similar role, preferably in an educational setting. * Ability to identify and resolve maintenance issues promptly. * Strong written, verbal and communication skills to interact effectively with school staff and contractors. * Proactive and able to work independently with minimal supervision. * Ability to perform physically demanding tasks and work in various weather conditions. * First aid knowledge/skills/certifications - for helping contractors or members of the community requiring basic medical care on site. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |