

Bristol Steiner School

Job Description



Position:	Caretaker
Reports to:	Admin Manager and Head Teacher
Hours:	20 Hours (0.6)
Salary:	£24,000 FTE

Main purpose:

The Caretaker/ Site Manager is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and extensive grounds
- Carrying out ad hoc emergency cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors

Duties and responsibilities:

General duties:

- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Line Manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use

Cleaning:

- Carry out emergency cleaning and ad-hoc duties, such as litter picking, cleaning large spillages and arranging the disposal of waste
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security:

- Maintain the security of the school premises as a main key holder

- Lock and unlock the premises if required
- Check that all windows, doors are locked, lights switched off and electrical appliances are turned off
- Check building and report any potential security breaches.
- Carry out regular checks Fire alarm systems, emergency lighting, locks, fire safety appliances, perimeter fencing, and ensure any necessary repairs are actioned
- Advise the Line Manager on all matters relating to school security and safety

Health and safety:

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Line Manager
- Provide safe access to the school in cold weather conditions including gritting
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure contractors and external visitors comply with security and health and safety while on school premises

Grounds Maintenance:

- Maintain the school gardens and grounds which includes, pruning, cutting back foliage, grass cutting, weeding and general repairs

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

Person specification:

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none">• Caretaking• Building maintenance• Security, including alarm systems• Cleaning work• Some DIY• Working in a team/ on own• Working with contractors• Gardening• Plumbing• Basic electrical work
Skills and knowledge	<ul style="list-style-type: none">• Good knowledge of health and safety and fire regulations• Ability to work flexibly, independently and as part of a team• Basic DIY skills• Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritize effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well• Deals with difficult situations effectively• Able to work flexibly and out of school hours if required
Physical requirements	<ul style="list-style-type: none">• Be reasonably fit to carry out the duties of the job• Able to carry out some manual handling and lifting• Able to carry out work at high levels using appropriate equipment

Notes:

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

Safeguarding Responsibilities:

All adults working in, or on behalf of the Bristol Steiner School, including volunteers and temporary staff, have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or, who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.

All staff and volunteers must raise any concerns they have about poor or unsafe practice and potential failures in the school safeguarding regime. These concerns will be reviewed and dealt with by the School Management/Safeguarding Team. See the school Whistleblowing Procedures for how such concerns can be raised with the school management team and the other whistleblowing channels open to staff.

Bristol Steiner School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

An enhanced DBS check (with relevant barred list check) will be required.