



The Shropshire Gateway Educational Trust

Cleobury Mortimer primary School

Caretaker

Part-time 10 hours per week Monday to Friday 6.45am to 8.45am, permanent position.

Salary Scale 2 within range NJC point 3 – 4 £18887 - £19264 pro rata for term time and hours worked.

Actual salary £4230.33 - £4314.77 (10hrs)

This position carries an annual leave allocation of 24 days plus public holidays rising to 30 days after 5 years' service. Annual leave entitlement, to be taken in the school holidays.

Hours: Monday to Friday 6.45am to 8.45am plus opportunity for additional overtime hours.

Progression is subject to annual performance management.

Reporting to Headteacher and Trust Estates and Facilities Manager.

Main Duties and Responsibilities:

To be key holder and to unlock at the beginning of the school day or secure the site at the end of the day as required.

To carry out minor maintenance works at the Primary school in line with the Headteachers requirements.

To cooperate with the Trust Estates and Facilities team to ensure statutory compliance checks are completed at each Trust school in line with current legislation.

Liaise with contractors at the site to ensure they operate safely, as and when required.

Ensure tools and materials are up to date and well maintained and that they are stored safely including keeping records as necessary.

To ensure the general running of the school environment is maintained daily.

Health and safety

Use electronic recording and record keeping evidencing statutory compliance and safety checks have been completed.

Follow the Trust H&S policy and report any defects to the Trust Estates manager.

To undertake gritting during winter months and inclement weather.

To ensure all paths and steps are clear and cleaned to avoid slip hazards.

Maintaining equipment

Servicing and carrying out safety checks on all equipment.

Reporting faults to the Trust Estates manager.

Operating safely in line with current government legislation and the Trust H&S policy.

Daily record keeping of general maintenance, statutory compliance, washroom stocks, materials, and equipment including working within safety guidelines such as COSHE and risk assessments which are in place.

Maintenance

Complete general DIY tasks.

Undertake both reactive and proactive maintenance tasks.

Liaise with the Trust Estates Manager for larger planned maintenance tasks.

Undertake basic painting, decorating, plumbing, carpentry tasks.

Whole school

Porterage – Ensure deliveries are distributed.

Assist the cleaning team when required.

Undertake servicing of onsite equipment.

To carry out small projects in line with the Trust Estates manager yearly improvement plan.

Grounds

Assist with general grounds maintenance.

Make sure school site is clean and tidy and external bins are emptied regularly.

Key holding duties

To hold keys for the school.

To be on out of hours call for security reasons.

To set and unset alarms as required and ensure keys are always organised and available.

The post holder is expected to participate in training and personal development in line with their responsibilities and to share this knowledge with colleagues

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.