

WOODHOUSE GROVE SCHOOL

OUTLINE JOB DESCRIPTION

JOB TITLE:	Caretaker (two roles available)
LOCATION:	Bronte House School.
HOURS OF WORK:	Monday to Friday all year round. 40 hours per week with 0.5-hour lunch break. Either: 6:30am to 3:00pm or 12:30pm to 9:00pm. Plus 6 Saturdays or Sundays a year – 8am to 4pm.
RATE OF PAY	£12.60 per hour
BENEFITS	20 days holiday rising to 25 after 5 years' service. Plus 3 occasional days between Christmas and New Year, in addition to statutory bank holidays. One on site meal a day usually either lunch or tea. Option of discussing on site accommodation.
RESPONSIBLE TO:	Lettings, Events and Operations Manager
RESPONSIBLE FOR:	To carry out health & safety checks, portering, security, basic maintenance, cleaning and other general school duties.
SUPERVISION AND GUIDANCE:	Supervision and guidance on working practices and procedures will be provided by Lettings, Events & Operations Manager, Health & Safety Officer or any person delegated to act on their behalf.

LIST OF DUTIES

- Ensure the security and integrity of the school buildings and grounds through locking and unlocking, patrols and monitoring third party lettings.
- General porter type duties including transportation of furniture, equipment, meals and materials.
- Weekly sounding of the fire alarm and recording.
- Responding to emergency situations, including but not limited to; fire alarm activations and floods.
- Escorting and assisting contractors on site.
- Collecting and delivery of laundry, around the school campus/ both sites.

- Emptying the kitchen external bins and other outside bins.
- Emptying recycling bins around school to central bin area.
- To assist the cleaning team, using the correct materials & equipment.
- **Drive school minibus as required**, for transporting pupils.
- Car parking duties at special school events which may be outside normal school hours.
- Assist at out of hours school events i.e. Summer & Christmas Fairs.
- To assist the groundsman in adverse weather conditions.
- Setting up and dismantling exam halls, assemblies, stage sets etc.
- To assist with weekly, monthly, termly health & safety checks such as: Legionella, Fire alarm testing, emergency lighting, visual checks of the building etc.
- To work across both sites as required.

HEALTH & SAFETY

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time.

September 2024

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.