

# The Westgate School

## Job Description - Caretaker

**Responsible to:** Functional Line Manager – Facilities Manager  
Managerial Line Manager – Deputy Head

### Main purpose of the job

To be responsible on a full-time basis for the effective supervision, security, and operation of the premises.

### Main job functions. The post holder will effectively:

#### Accountable for:

- Security of premises and key holding and ensuring school is opened and closed at the due times.
- Setting security alarms throughout the site where provided.
- Responding to alarms or other emergencies outside normal working hours as necessary when rostered for call out.

#### Responsible for:

- Ensuring satisfactory heating of the premises and the economical use of fuel for heating purposes.
- Replacing (to a safe height) electric lamps and tubes.
- Porterage duties.
- Laying out, clearing, and stacking furniture.
- Regular inspection and replacement of fire fighting equipment and recording
- Regular testing of water flow and temperatures and recording
- Planning and preparing for Community and other after hours use as and when directed by the Facilities Manager or Deputy Head
- Monitor repair and maintenance work by external contractors.
- Monitor the cleanliness of the site (internal and external)
- Ensure provision is made for safe walkways during periods of ice and snow
- Report any emergency health and safety issues that require attention to the Facilities Manager that require escalation
- Being available for duty and accepting responsibility during periods when contractors and suppliers need to be on site – subject to reasonable notice being given.
- Attending to basic supplies throughout the school to include replenishing toilet facilities and ordering of maintenance equipment and materials.
- Identifying and reporting risk areas and responding to school hour incidents
- Operate the facilities maintenance programme

Training will be given in all areas as required.

Hours of work, 37 hours:

Tuesday – Saturday 9.00am – 5pm

Finish at 4.30pm on a Friday

Ensure that the health and safety of all students and staff is always promoted consistently and maintained to a high standard in accordance with the school's relevant policies and procedures including but not limited to Race Equality and Equal Opportunity policies.

Attend training and meetings as necessary to remain fully informed about developments in relation to Keeping Children Safe in Education.

Attend training and meetings as necessary to enable efficient performance within the role.

Play a full and active part in activities related to the continuing improvement and prosperity of the school.

Carry out any other duties as directed by either the Facilities Manager or Head Teacher commensurate with the grade of the post.

#### **Confidentiality**

During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

#### **Data Protection**

During your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of UK GDPR 2018 and the Data Protection Act 1984.

#### **Safeguarding Children**

In accordance with the commitment of The Westgate School to follow and adhere to the Department for Children, Schools and Families guidance entitled "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory DBS clearance is required for this post.