

School Caretaker Job Description

Job Title:	School Facilities Lead
Grade of Post:	Grade 5 (equivalent to £13.05 an hour)
Hours of Work:	20 hours with opportunities for additional hours during holidays and help with practical work during the school days, e.g. woodwork <i>4 hours Monday - Friday</i>
Responsible to:	Headteacher (Principal)

Purpose of the Job:

To support the Headteacher and the Trust facilities team in making sure the school is equipped and safe for students and staff.

Support

You will be supported by XP Trust's Facilities Team to:

- Be trained in all activities below in Objectives
- Be supported through the daily activities expected and how to report back
- Ensure you are carrying out your role safely and with legal compliance

Objectives:

- Complete daily, weekly and monthly maintenance checks, e.g. emergency exit checks, fire call point testing, legionella flushing, etc
- Filter and log repairs/requests to the maintenance team and backstop these
- Complete ad hoc repairs, improvements, building of furniture
- Allow access to contractors during school holidays and being the onsite contact for this time as needed
- Clear all paths of rubbish/leaves as required
- Clear snow and grit if required
- Set up the hall as required
- Empty all recycling bins
- Assist in moving anything around school, e.g. deliveries
- Complete visual check on all perimeters and report any defects
- Visually check, whilst walking around, all school for any defects and report as required
- Perform other site responsibilities, e.g. Lost property management, keep store cupboards tidy, manage room inventories
- Be a keyholder for site - opening up and locking down the school as required
- Assist in the smooth running of the school
- Complete other tasks the head needs assistance with

The performance of these duties is under the reasonable direction of the Headteacher and Facilities Team when necessary.

The Post holder's duties must be carried out in compliance with the school's Safeguarding policies, Equality policies, Information Security policies, Financial Regulations, Health & Safety at Work Act, and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post.

The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the [XP Trust Staff Code of Conduct](#) which includes the expectation to **read, understand and gain clarity around the professional documentation within the [XP Trust Staff User Guide](#) and [Staff Handbook Policies](#)**