

SCHOOL CARETAKER AND MINIBUS DRIVER

JOB DESCRIPTION

Responsible to: Headmistress of Norfolk House School

Job Summary: Responsible for the safety, security and maintenance of the premises and grounds

Principal Duties and Responsibilities:

General

To comply with all reasonable requests made of you by the Headmistress.

To undertake such training as is required to discharge properly and lawfully the duties of your role.

To wear the uniform and Personal Protective Equipment provided.

Safety and Security

To promote the health, safety and welfare of children, staff, parents and visitors at all times.

To report immediately to the Headmistress any threat to the health, safety or wellbeing of children, staff, parents or visitors.

To be fully conversant with Health and Safety regulations as they apply to the responsibilities of the role, and to follow all School Policies and recognised good practice at all times.

To ensure that all premises and grounds are secure at all times.

To retain a full set of keys to all doors, and to open and lock up the premises as required.

To liaise with the school's security consultants in the event of an emergency outside normal working hours.

To carry out such checks of the premises and tests of equipment as are required to meet Health and Safety requirements, and to maintain appropriate records of the same. Such checks and tests to include:

Fire

- fire bell (weekly)
- fire doors and fire escape routes (weekly)
- emergency lighting (monthly)
- fire extinguishers (monthly)
- fire drills (half termly and at such other times as required)
- servicing of all fire alarm and fire-fighting equipment (annually)

Legionella

To liaise with a specialist contractor who carries out Legionella checks (monthly)

Asbestos

To check asbestos to ensure that it remains undamaged (monthly)

Ladders

To carry out ladder checks (every six months).

Electrical

To liaise with a specialist electrical contractor who carries out portable appliances tests (PAT) annually

RCD checks (every 6 months)

To ensure that a specialist electrical contractor inspects and reports on the electrical installation of each premises every five years.

Gas

To ensure that all gas appliances, including boilers, are serviced annually.

CCTV

To ensure that the CCTV system is serviced annually and that suitable records are maintained.

Burglar Alarm

To ensure that the burglar alarm is serviced annually and that suitable records are maintained.

Trees

To carry out visual checks of trees to ensure that they, or any of their branches, are not liable to collapse; and to arrange surveys by a tree surgeon at appropriate intervals.

Hazardous Substances

To check regularly for the presence of any materials in the ground which may be hazardous to health, such as fungus, animal faeces, poisonous plants / weeds and litter, and to dispose of it.

Maintenance

To be responsible for the general maintenance of the premises, grounds and equipment.

To respond to properly authorised maintenance requests.

To identify maintenance requirements through a programme of monthly inspections.

To carry out those maintenance tasks which are within the scope of your expertise and experience, and to do so safely.

To undertake emergency cleaning tasks which arise during the course of the school day.

To replace light bulbs as necessary and to ensure that light fittings are kept clean.

To maintain all drains in good working order and to ensure that they are properly covered so as to prevent access by children.

To ensure that gutters remain free of leaves and other obstructions.

To ensure that the grounds remain free of litter and debris

To empty all outdoor litter bins on a regular basis.

To retrieve any balls and other play equipment from roofs

To ensure that all external equipment and structures are clean, protected against the elements, well maintained and in full working order.

To keep all access points and pathways free of snow and ice.

To make safe any hazards and cordon off as appropriate.

To manage external contractors whilst on site, ensuring that they comply with School Policies generally and the Safeguarding Policy in particular, monitoring the performance of their work and ensuring that it is carried out to a high standard.

Resources

To liaise as appropriate with relevant staff with regard to the ordering of materials and equipment

To accept delivery of bulky or heavy items and to arrange for their proper storage.

To regulate all heating, lighting and water systems to ensure optimum performance and value for money.

To take regular gas, electricity and water meter readings and inform the suppliers accordingly.

Minibus

To drive the school's minibus in a lawful, responsible and competent manner, ensuring the safety and welfare of the passengers, other road users, members of the public and yourself at all times.

To carry out such checks of the minibus as are required by the School's Minibus Policy.

To ensure that the minibus is roadworthy before it is taken on the road.

To ensure that the minibus' emergency equipment is well maintained and in good order.

To liaise with contractors who carry out the servicing, repair and MOT of the minibus.

To keep the minibus clean, tidy and refuelled.

To maintain accurate vehicle and user records as required by the School's Minibus Policy.

To undertake such training and assessment as is necessary for the role.

To undertake appropriate journey planning and risk assessment.