

'I have come that they have life and have it to the full' John 10:10



The role of the Caretaker

2021

This document is intended to provide some clear guidance for all as to the various roles and responsibilities that form the minimum expectations required of within this role in our school. It also seeks to outline the role that the post holder will play in supporting and contributing to the distinctive nature and ethos of our Catholic School.

'Striving to live the Gospel, promoting excellence and achievement for all and nurturing partnerships'



OUR MISSION STATEMENT

As a Catholic school we intend to put Jesus Christ at the centre of everything we do.

'I have come that they have life and have it to the full' John 10:10

Therefore we will strive:

- To live the Gospel
- To promote excellence and achievement for all
- To nurture partnerships

This will be done by:

- proclaiming and living out the faith of the Catholic Church, supporting each other in the shared endeavours of teaching and learning, prayer, worship and charitable works.
- promoting and practising just and caring attitudes and actions towards all persons.
- respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self-esteem and mutual encouragement.
- by ensuring that the most effective opportunities for the education of pupils are established in all areas of the curriculum.
- by pursuing the highest standards in all we do and by constantly seeking improvements by developing and maintaining close co-operation with the parents who entrust their children to us, with the parishes who also seek the spiritual and religious formation of our young people, with our local associated schools and colleges and with the wider community.



POST TITLE	Caretaker
GRADE	NJC Scale 4 (Point 7-11)
DIVISION	Harrytown Catholic High School
SECTION	Site Team
POST REPORTS TO	Facilities Manager & Business Manager

MAIN PURPOSE OF THE JOB

To assist the Facilities Manager in maintaining the school site and grounds to enhance the learning environment for staff and pupils. Working in accordance with school policies and objectives.

KEY AREAS:

Main Duties and Responsibilities:

Buildings

- To assist with day-to-day site related issues (as directed by the Facilities Manager or Business Manager)
- To assist and accompany contractors/visitors to site ensuring all relevant H&S and safeguarding policies are adhered to
- To assist with maintenance tasks which require multiple staff in order to be conducted safely
- To assist in the security and safety of the school premises
- To act as key holder

Grounds

- To sweep, clear and litter pick all areas of the school grounds
- To clear gutters, gulleys, hoppers and drains on a regular basis
- To assist with general grounds maintenance as directed by the Facilities Manager or Business Manager



Health and Safety

- To ensure that equipment, machinery and cleaning materials are used in an appropriate manner and that accidents at work are reported to the Business Manager
- To be familiar with H&S customs and practices and to engage with H&S training as and when directed

General

- To assist with and participate in staff training programmes
- To undertake such other duties related to the work of the school, appropriate to the post, as assigned
- To commit to safeguarding and promoting the welfare of children in relation to the role, ensuring a safe/secure perimeter fence is maintained and that all contractors on site are supervised where necessary
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures; health, safety and welfare; emergency evacuation and security

Other

- Operate relevant equipment/machinery in a safe manner and undertake any necessary training courses required by the role
- Maintain a tidy and organised workspace and storage areas
- To be involved in other associated duties as discussed and agreed with the Facilities Manager or Business Manager
- Support the Catholic ethos of the school

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race gender or disabilities.

Part B: PERSONAL AND PROFESSIONAL CONDUCT

All adults working in a school context are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a staff member's career.

B1. To uphold the public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- 1.1 Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a staff member's professional position



1.2 Having regard for the need to safeguard pupils’ wellbeing, in accordance with statutory provisions

1.3 Showing tolerance of and respect for the rights of others

1.4 Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

1.5 Ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law

B2. To have proper and professional regard for the ethos, policies and practises of the school in which they work, and maintain high standards in their own attendance and punctuality

B3. To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

The school Code of Conduct and Acceptable Use policies for IT systems are key policies, which must be clearly understood and adhered to at all times by all staff who work in our school

Signed by: _____

Post holder: _____

Line Manager: _____

Date: _____