

All Hallows Catholic College

Job Description

Post	Caretaker
Date	March 2022
Reports to	Senior Caretaker
Scale point Range	Salary: NJC Grade 4 Scale points 4 -6 - £18,933 - £19,698 (pro-rata) Actual Salary £7,675.54 -7985.68 - reviewed annually
Hours of Duty	Hours: 2pm to 7pm - 3 days per week - all year round

Job Purpose

Assist the maintenance team with repairs and area set-up on college premises

Main Duties

- To work alongside the maintenance team and assist with the maintenance of the College building including, under direction, undertaking minor repairs and improvements, and general maintenance tasks.
- Ensure areas are set-up in the required format and made clean and secure afterwards.
- Ensure that condition of college facilities is up to standard and in-line with health and safety requirements, reporting any problem areas if this should occur.
- Assist in the operation and maintenance of appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours, and responding to call outs as necessary to provide satisfactory security arrangements.
- Undertake designated cleaning duties during term time and assist with major cleaning during school closure periods when required.
- Carry out porter duties - including the moving of heavy furniture.
- To comply with the college's Health and Safety policy and assist with the undertaking of risk assessments as appropriate.
- To actively support the values and activities of the college which ensure the distinctive Catholic/Christian faith ethos maintained and developed.
- To promote actively the college's policies.
- Any other duties as may be deemed appropriate

✝ Honourable purpose ✝ Respect ✝ Compassion ✝ Cooperation ✝ Stewardship ✝