



Oakwood Infant and Nursery School

Headteacher: Mrs Aimie Habgood

Address: Waldene Drive, Alvaston, Derby DE24 0GZ

Telephone: (01332) 574192

Email: admin@oakwoodi.derby.sch.uk

www.oakwoodinfant.com

Post Title: Site Manager/Caretaker

JOB PURPOSE

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment for children, parents, staff and visitors.

ACCOUNTABILITIES

1. Ensure that the school buildings and site are safe and secure, including during out of school hours, taking remedial action if required.
2. Act as a designated key holder and emergency contact for the school premises.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including fire and intruder alarms) and maintain and update relevant records.
4. Undertake minor repairs (not requiring qualified craftsman) and maintenance of the school buildings and site.
5. Arrange emergency repairs by external contractors, logging jobs and working with the school's property maintenance service provider.
6. Arrange regular maintenance, servicing and safety checks, ensuring that records and certificates are retained and kept up-to-date.
7. Oversee contractor visits, checking that work is completed to required standards and within required timescales.
8. Monitor stock and manage and order supplies, working within an agreed allocated budget. Monitor expenditure on supplies to ensure that this is in line with expectations.
9. Responsibility for the purchase of general materials to carry out repairs, following agreed school financial processes and procedures.
10. Undertake general portering duties, including moving furniture and equipment within the school and supporting the delivery and storage of goods to the school site/kitchen.
11. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to line management immediately.
12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings and equipment (including compliance with fire safety regulations) in line with other schedules.
13. Supervise cleaning activities within school, ensuring that these are appropriately allocated between cleaning staff and taking responsibility for ensuring absences are covered, including arranging relief cleaning if necessary.
14. Undertake agreed cleaning duties and regular cleaning audits within school as confirmed with the Headteacher and School Business Manager.
15. Allocate equipment and stock and ensure that cleaning staff follow all health, safety and welfare regulations and COSHH requirements.
16. Ensure the operation and maintenance of any specialised equipment following training.
17. Facilitate lettings including occasional out-of-hours events and carry out any associated tasks, in line with local agreements.
18. Undertake any other duties within the scope of the role as agreed with the Headteacher and School Business Manager.