

Job Description

Position: Maintenance

Line Manager: Operations Manager

Post Description

The School Caretaker is responsible for the maintenance, safety, security, and cleanliness of the school's buildings and grounds. This role is essential to ensuring that the school environment is well-maintained safe and conducive to learning. The caretaker will perform routine tasks as well as manage emergency repairs, health and safety issues, and the daily upkeep of the premises.

Duties and Responsibilities

Building Maintenance:

- Perform general maintenance and repairs, including minor carpentry, plumbing, and electrical work.
- Carry out regular inspections to identify maintenance needs.
- Ensure heating, cooling, lighting, and ventilation systems are operating efficiently.
- Have regular communication with external collaborators for any problems that may arise and cannot be corrected internally. (Inform supervisor in advance).
- Cleaning the school parking lots.
- Ensure outdoor areas such as playgrounds, play apparatus, sports fields, and car parks are safe and tidy.
- Conduct regular checks of external features like fences, gates, and signage.
- Watering in spaces where no automatic watering is available, when necessary
- Check the drains in the canteen area.
- Daily supervision of all School's facilities / premises and inform the Operations Manager of any findings (including but not limited to plumbing, electrical facilities, humidity issues, maintenance etc).

Cleaning and Hygiene:

- Participate in cleaning tasks when needed, including events or during staff shortages.
- Transfer of trash cans outside the School premises on designated days.
- Collection of recycling garbage.

Security:

- Close the school premises at the end of the day, ensuring all doors and windows are secure.
- Respond to any security breaches or emergencies, liaising with local authorities if necessary.

Health and Safety:

- Be responsible for replacing the Health and Safety Officer at the Junior school site in case of an emergency, incident or accident (adequate training will be offered)

- Ensure that health and safety regulations are followed, both for staff and students.
- Address any potential hazards, such as broken equipment, unsafe surfaces, or other risks.
- Support with emergency evacuations and fire drills.
- Supervise the exit of all vehicles during the arrival or exit of the students to ensure safeguarding. The exact times will be determined by the School's Principal / Headteacher.

Event Support:

- Assist with the setup and breakdown of events such as assemblies, performances, parent-teacher meetings etc.
- Move furniture and equipment as needed to accommodate different school activities.
- Cooperation with the Junior School Parents' Association for any planned events and be available for events after School hours if needed.

General:

- Move equipment and materials between the School's sites if needed
- Perform any other assigned tasks are considered as necessary by the School's Principal / Headteacher / Operations Manager.

Non limiting clause

This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.

Requirements:

- Prior experience in a maintenance, custodial, or facilities management role
 - Good knowledge of Greek and English language
 - Basic understanding of carpentry, plumbing, electrical systems, and general repair.
 - Ability to identify maintenance issues, potential hazards, and ensure the premises are well-kept.
 - Effective communication with school staff, contractors, and students.
 - Ability to handle requests professionally.
 - Ability to address issues promptly and find practical solutions to maintenance problems.
 - Responsible for the safety and security of the school premises and ensuring a safe environment for students and staff.
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- Familiarity with health and safety regulations, fire safety, and emergency procedures will be considered as an advantage