



Caretaker – Job Description

Reporting to: Caretaker

Grade and Salary: BAND D

Contract Type: Fixed term - Permanent (25 hours per week) 7:15-12:15 and 1-6 alternative weeks/months

Job Purpose

Under the direction of the Site Manager, or other such officer as may be designated, and in accordance with the practices and procedures of the Local Authority and school, the Caretaker will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including maintenance and operation of plant), porterage, painting on a rolling programme of maintenance and handyperson duties, and other duties arising from the use of the premises. To be listed on the call out rota for emergency out of hours needs regarding the security of the school building.

General Responsibilities

- To ensure the maintenance of the school buildings and environment are effectively undertaken
- To promote the health & safety of the site
- To undertake repairs and DIY projects
- To ensure a clean, tidy and well-maintained school environment

Specific Responsibilities Premises Management

- To monitor day to day maintenance, repair and cleaning of the school
- To advise the site manager on identifying areas in need of redecoration/refurbishment and complete the painting.
- To ensure the school site is kept clean, safe and in a good state of repair
- To carry out regular checks and inspection of premises, equipment and grounds keeping accurate manual records where appropriate
- To monitor the gardening contractor ensuring the school grounds are maintained to a high standard

- To ensure the site is maintained to a high standard
- Monitor stock

Security

- To be responsible for the security of the premises, liaising with the school's premises security providers, police and other emergency services in this respect as necessary
- To be responsible for the opening/locking up of the school during term time and for unlocking/locking the school during closure periods
- To ensure at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly. The responsibility will be delegated to premises staff if and when necessary
- To monitor, report and advise the site manager on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
- To act the designated keyholder for the school on call-outs

General Site Duties

- To ensure the school is kept clean and tidy and is conducive to learning e.g., litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets are checked daily for fresh supply of disposables etc
- To ensure that's halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall and corridors are kept clean and polished where required
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate person as necessary
- To ensure that the routine maintenance service checks on all serviceable equipment are carried out i.e., boilers, air conditioning, firefighting equipment, lighting conductors etc and results recorded
- To ensure all light bulbs, fluorescent tubes and starter switches etc are changed as necessary
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that all bins are cleaned
- To undertake window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures

Health & Safety

- To ensure that all working practices for the premises team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding

- To have knowledge of the location of water and gas stopcocks and mains electricity power breakers
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed codes of practice which are relevant to the school's health & safety policy and procedures

Administration

- To support the Site Manager in maintaining the school's equipment and plant inventory
- To notify the Site Manager items of stock levels are maintained records
- To order repairs and maintenance items in liaison with the Site manager/business manager
- To support in maintaining a log, of all inspections and checks carried out
- To support in maintaining a list of repairs/improvements
- To establish & maintain an audit of all tools and equipment, their state or repair and where they are kept
- To maintain all tools and equipment in good repair and attend training of equipment use where required
- To ensure mechanical equipment is inspected before use and are PAT tested as required
- To assist the Site Manager /Business Manager on obtaining tenders and quotes

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.