



Job Title: Caretaker

Line Manager: Site Manager, Scale 5

Hours: Full Time, 40 hours per week, 52 weeks per year, 24 days holiday entitlement (more for continuous service)

Main purpose of the job

- To provide a caretaking service for the school, ensuring that the school premises are cleaned to the approved specification and taking responsibility for the security and day-to-day maintenance of the school site.
- To ensure that the school provides a clean and secure environment for its staff and pupils and visitors.
- To ensure that all duties are carried out with due diligence to health and safety procedures.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Security

1. To ensure that the agreed procedures and systems for opening and locking the school are fully implemented.
2. To respond to emergency call-outs and take action as appropriate.
3. To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed.
4. To patrol the site to check for hazards, damages and intruders.
5. To ensure that lighting is kept in good working order.
6. Supervising contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

Cleaning Duties

7. To order and collect necessary materials.
8. Keep necessary records associated with cleaning routines.
9. Remove litter on a daily basis from the school site.
10. Remove and report graffiti to the appropriate person.
11. To ensure that all ground surfaces are safe both internally and externally.
12. Immediately spot clean spillages of liquids, solids and body waste as required.
13. Clean the toilet areas if required during the day.
14. Be aware of COSHH procedures and ensure that safe handling procedures are applied to all cleaning products.

15. To supervise the work of the cleaners and organise a rota for cleaning duties at the school if appropriate.

Portering

16. To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school. To arrange for the disposal of redundant furniture and equipment in accordance with Borough procedures.
17. Set out tables, chairs and other items as required daily.
18. Move furniture between rooms as required.
19. If required, cover meetings and lettings for the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting. With the prior arrangement of the appropriate person.

Health and Safety

20. To ensure caretaking duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
21. To carry out equipment testing as appropriate and report any faults to the appropriate person.
22. Operate CCTV or surveillance systems and take appropriate action to report any faults.
23. Carry out fire drills in consultation with the appropriate person.

Repair and Maintenance

24. To ensure alarm systems are kept in good order.
25. Carry out repairs and minor maintenance quickly and efficiently e.g. locks, windows, gutters and paintwork.
26. Immediately report any defects to the Headteacher and take any remedial action if possible.
27. Report any damage or defect affecting the safety of the building to the Head taking immediate action to make safe/secure
28. To ensure that the school is adequately heated and to control the level of heating and ventilating throughout the buildings as required by the school.
29. To assess maintenance/space needs where necessary and use initiative to take appropriate action. Meet on a regular basis and give advice and make recommendations for improvements to appropriate person.
30. Arrange for minor repairs and works to be carried out by contractors in consultation with the appropriate person and negotiate prices for such work to ensure best value for the school and attend appropriate site meetings.
31. To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues.

Other

32. Maintain all logs and appropriate records and actions in accordance with procedures.
33. To be able to communicate effectively both orally and in writing.
34. To meet on a regular basis with the Headteacher but be able to work with minimal supervision and to given timescales.
35. To work as part of a team and form good relationships with other colleagues
36. To maintain confidentiality over matters relating to the school, pupils, staff or parents.
37. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
38. To undertake broadly similar duties commensurate with the level of the post as required.
39. Actively participate in any appropriate training when required.

Person Specification

Essential Requirements

Knowledge, Skills and Abilities

- a) Ability to supervise the duties of cleaners /contractors.
- b) Ability to work as part of a team and form good relationships with other colleagues.
- c) Ability to carry out repairs and security duties as identified in the job description.
- d) Ability to maintain confidentiality over matters relating to the school, pupils, staff or parents.
- e) Ability to work with minimal supervision and to given timescales.
- f) Ability to climb and work on a ladder and access equipment safely.
- g) To be able to communicate effectively both orally and in writing.
- h) Understanding of how health and safety regulations apply to the school.
- i) Understanding of how Disability Discrimination legislation impacts on the school.
- j) Have a CRB check and clearance.
- k) Ability to adhere to and implement the Council's Equal Opportunities Policy.
- l) To be responsible for promoting and safeguarding the welfare of children and young people within the school.