**Job Description – Caretaker**

**Grade: Kent Range 3**

**Responsible to: Headteacher**

**Purpose of the Job**

To assist in the maintenance of the school premises, ensuring a safe working environment, as directed.

**Key duties and responsibilities**

1. Undertake minor repairs and maintenance of the buildings and site
2. Keep the external site clean, tidy and safe
3. Undertake general portage duties including moving furniture and equipment within the school
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the Headteacher immediately
5. Keep records relating to maintenance and security
6. Carry out health and safety testing as directed
7. Assist with the maintenance of specialised equipment following training
8. Periodic cleaning of designated areas of the school building and grounds according to instructions
9. Attend statutory training, such as safeguarding, as required