



JOB DESCRIPTION CARETAKER

“The Catholic school should be a living embodiment of an ideal and a faith; it should demonstrate a way of life; it should be a witness to society. It should practice what it preaches about the dignity and worth of the individual. “

Cardinal Basil Hume

Responsible to: The Headteacher/School Business Manager

SALARY GRADE: D2

JOB SUMMARY

Under the direction of the Headteacher/School Business Manager to be responsible for the security of the school buildings and grounds and undertake the repair and cleaning of premises, fixtures and fittings.

ACCOUNTABILITY

1. Be responsible for the security of the school premises and grounds including the opening and closing of the school, including evenings. Breaches of security to be reported to the necessary authorities and premises made safe.
2. Meet and attend contractors visiting or working on the school site.
3. Be responsible for maintaining safe and clean school premises and grounds. Monitor the performance of cleaning staff liaising with the Headteacher to ensure satisfactory standards are maintained. Undertake emergency cleaning tasks as required. Issues relating to health and safety should be reported to the Headteacher/School Business Manager.
4. Monitor and ensure the maintenance of the school's heating and boiler machinery and record and monitor use of energy within the school.
5. Receive all goods and supplies delivered to the school and correctly distribute and store goods. Undertake additional portage duties as required within health and safety guidelines i.e. manual lifting regulations.
6. Be responsible for minor repairs, maintenance and minor internal improvements as agreed with the Headteacher/School Business Manager.

7. Undertake any necessary action as directed by the Headteacher/School Business Manager in the event of bad weather or emergency.
8. Requisition cleaning and caretaking supplies and store safely.
9. Be responsible for cleaning of the caretaker's allotted areas.
10. Be responsible for lettings with regard to opening, closing, security and cleaning.
11. Monitor grounds maintenance contracts and liaise with them over any special tasks.
12. Act in accordance with the equal opportunities policy.
13. Any other tasks the Headteacher, School Business Manager or governors may reasonable require, following consultation

Signed _____

Signed _____ Headteacher

Date _____