



CARETAKER - JOB DESCRIPTION

Personal Requirements

A hard-working, honest, dependable, self-motivated person to act as school caretaker.

The post is predominantly based at Newlands Primary School, but may be required to support the team across the Thanet Schools as part of a shared service. This currently includes Drapers Mills, Newlands Primary, Dame Janet Primary and Salmestone Primary.

Main Duties and Responsibilities

Security

- Opening and closing, unlocking and locking of school gates and buildings.
- Open and close the school for evening use at times arranged by the Headteacher.
- Setting and un-setting of school alarm system.
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company.
- Checking and securing the school premises subsequent to out of hours intruder alarm activation.
- Register as main Key Holder and be the first point of contact in an emergency call-out situation.
- Overall security of the school premises including the locking of all windows and doors and the drawing of window blinds.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.
- Security marking new equipment as required.

General

- Returning to school between shifts if required.
- Upkeep and general care of the school and its grounds.
- Ensuring that external rubbish is stored appropriately for collection.
- Cleaning and tidying of the internal school building in designated areas.
- Cleaning of internal glass, internal and external door glass and internal side of external windows.
- Cleaning of external windows at ground level.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- Ensuring that the cleaning of toilets and toilet areas is done, and the

replenishment of toiletries is carried out.

- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example)
- Appropriate painting and redecoration.
- General portering duties and moving of furniture.
- Assisting teaching staff with simple tasks as requested.
- Checking for damage/security every morning on arrival at the premises.
- Lettings as required - opening, closing and general duties.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Report any defects of building, furniture, fittings and equipment to the Business Manager.

Grounds Maintenance

- Daily check of school buildings for, loose tiles, loose drain pipes, plant growth etc.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

Organisation

- Noting, monitoring and reporting any defects in the school buildings to the Business Manager and Head teacher.
- Under the direction of the Headteacher - produce a termly report for the Governors re: Health and Safety issues and Building Maintenance.
- Undertake the day-to-day supervision of contractors working on site - reporting any concerns / issues to the Business Manager.
- Completion of site diary.

Heating, Lighting and Water

- The switching off of all lights and appropriate electric plug sockets.
- Ensure that all lights and heating are working effectively.
- Turning off and on of auto-flushing units each evening and morning respectively during school time and holiday periods,
- Read Gas, Electric and Water metres as required,
- Monitoring and setting of heating controls and boilers.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and safe.
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes.
- Any other work requested by, and deemed appropriate by, the Headteacher and Business Manager.

Safeguarding

A satisfactory DBS check and a minimum of two references will be required prior to commencement of employment.

Hours of Work

30 hours per week term time only – plus 2 weeks in the holiday period.

Pay

Pay Range: Kent Range 4