



PREMISES CARETAKER JOB DESCRIPTION

NAME:

Post Held: Premises Caretaker

Responsible to: Deputy Headteacher and Headteacher

Liaises with: Finance Manager, Office Team, Deputy Headteacher and Headteacher

Salary Range: KR5

SUMMARY OF JOB:

To be responsible for the security, caretaking and general maintenance needs of the premises. To oversee and assist with the upkeep and cleaning of the school.

KEY DUTIES AND RESPONSIBILITIES:

1. Ensure that buildings and the site are secure, undertaking daily security checks (including CCTV and alarms). This could include during out of school hours and taking remedial action if required. Maintain security of the site i.e. opening and some closing of the premises, checking fixing or reporting any problems, to ensure a safe environment and liaising with line manager as appropriate.
2. Act as one of the designated keyholders, providing out of hours and emergency access to the school site.
3. Operate and regularly check systems such as water (Legionella checks, descaling etc) heating, cooling, lighting (emergency and regular), fire and security. Record and report findings.
4. Oversee contract cleaning staff and contract grounds persons. Ensure the contract cleaners carry out their tasks to maintain a clean and tidy appearance, covering for any absences and some general cleaning including buffing wooden hall floor, fridges, freezers etc.
5. Undertake general repairs and maintenance around the establishment, inside and out, including basic plumbing and electrical work, plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained.
6. Oversee and attend to visiting or working onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
7. Monitor materials and stock and order supplies.
8. Undertake general portage duties, including moving furniture and equipment within the school to ensure supplies are correctly handled and appropriately delivered.
9. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified. Report serious hazards to line manager immediately.

10. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including boundary fencing, drains, guttering and compliance with fire safety regulations) and equipment, in line with other schedules and keep records. Report to line manager immediately for urgent H&S issues and regularly for continuous updates.
11. Storing and maintaining resources such as cleaning supplies and equipment safely.
12. Monitor the boiler and water heaters to ensure they run on a day to day basis to meet the establishment's needs.
13. Take meter readings from appropriate sites around the premises and report to Office team to assist in ensuring invoices received are correct and budget monitoring is maintained.
14. Receive deliveries to the school site.
15. Collect and assemble waste for collection.
16. Undertake appropriate training as and when, to ensure H& S of the site is maintained appropriately.
17. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Individuals in this role may also undertake some or all of the following:

1. Periodic cleaning of designated areas of the school building and grounds according to instructions.
2. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
3. Undertake lettings and carry out associated tasks, in line with local agreements.

STAFF & OTHERS SUPERVISED BY THE JOB HOLDER:

- Contract Cleaners
- External Contractors

The above job description was agreed on (date).

This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual Appraisal process. The school and its staff is committed to safeguarding and promoting the well-being of children and young people.

Premises Caretaker signed	
Date	
Headteacher signed	
Date	