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**DRAPERS MILLS PRIMARY ACADEMY**

**CARETAKER** - **JOB DESCRIPTION**

**Personal Requirements**

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

**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 Mark new equipment.

**General**

* Returning to school between shifts if required
* Upkeep and general care of the school
* Ensuring that external rubbish is stored appropriately
* Cleaning and tidying of the internal school building in designated areas - as per plan
* 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 porterage duties and moving of furniture
* Assisting teaching staff with simple tasks as requested
* Checking 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
* Ensure that all refuse is disposed of promptly and stored away from the main building
* 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 that no flammable material is stored there
* Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes.
* Any other work requested by, and deemed appropriate by, the Head of School and Governors by agreement with the caretaker

**Safeguarding**

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

**Hours of Work**

37 hours per week (full time) or 25 hours per week (part time), but to include either daily early morning opening of the school and/or closing of the school at the end of the day. Hours to be agreed.

**Pay**

Pay Range: Kent Range 3 (£14,383-£16,305)