

JOB DESCRIPTION

Job title:	Caretaker
Pay Grade:	Kent Range 4
Reports to:	Facilities Manager

Purpose of the Job:

To be responsible for the caretaking, security, cleaning and general maintenance needs of the premises and to act as Deputy in the absence of the Facilities Manager.

Key duties and responsibilities:

Premises

- Undertake general repairs and maintenance around the site, inside and out, for example decorating, repairs on furnishings and buildings including woodwork, clearing drains and gutters to ensure a safe environment is maintained
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- Take meter readings from appropriate locations around the premises to assist with ensuring correct charges are received and effective budget monitoring is maintained
- To ensure all contractors enter and leave the premises via the main entrance and are compliant with school procedures whilst on site
- To be responsible for ensuring that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To manage the provision of portage and furniture moving services as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- Monitor the boilers and order oil supplies to ensure it is kept running on a day to day basis to meet the establishment's needs
- To facilitate routine maintenance service checks on all serviceable equipment i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results are accurately recorded
- To ensure all staffroom equipment/furniture is maintained and in good working order at all times.
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To supervise PEAT testing and ensure the School Asset Register is updated
- To ensure all outdoor plants are adequately maintained
- To collect and dispose of all waste, refuse and surplus materials, adhering to recycling regulations and initiatives
- Deal with all appropriate documentation for lettings complying with procedures

Security

- To lock and unlock the school as required
- To be responsible for all electrical appliances, within reason, being turned off and all security alarms set and working correctly at the end of the day
- To regularly check all perimeter fences, security devices, fire appliances, CCTV systems and alarms

Garlinge Primary School and Nursery

- To monitor and report any security concerns to the Facilities Manager
- To be aware of all out-of-hours activities at the school and supervise the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings, within working hours
- To attend call outs on a rota basis

Cleaning

- To ensure the school is clean and tidy and conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, checking toilets daily for fresh supply of disposables ensuring hygiene standards and regulations are met
- Ensure cleaners carry out their tasks and cover for any absences in general cleaning i.e. cleaning floors and toilets to maintain a tidy appearance, within working hours
- To be responsible for ensuring the all school hall floors are kept clean and polished
- To undertake window cleaning as required
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To facilitate the catering contractor to complete the summer cleaning of the chairs and tables in all halls
- To perform deep cleaning projects during term breaks
- To carry out emergency cleaning if required
- To replenish cleaning resources as and when required

Health & Safety

- To ensure that all equipment, tools and cleaning products are stored correctly according to national guidance
- To provide safe access to the school in the event of snow, ice or flooding
- To test weekly the fire call points, intruder alarms and visually check emergency lighting as advised by the Facilities Manager, maintaining accurate record keeping
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- To ensure daily, weekly and three-monthly safety checks on the school minibuses
- To be knowledgeable and fully compliant with the School Emergency Plan
- To be knowledgeable and fully compliant with the school's Health and Safety Policy and Procedures
- To report Health and Safety concerns to the Facilities Manager

General

- Present the school in a positive way in the community
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals
- Set a good example in terms of dress, punctuality, attendance and behaviour
- Attend team and staff meetings during working hours as required
- Regularly check emails and pigeonhole for correspondence
- Undertake professional duties that may be reasonably assigned by Senior Leaders
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person