



Caretaker Job Description

Post Title:	Caretaker	Pay Scale:	Kent Range 3
Responsible to:	School Business Manager / Headteacher	Hours:	TBC

Purpose of the Job

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed

Key duties and responsibilities

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
- Keep records relating to maintenance and security and ensure any issues or concerns are reported promptly to the School Business Manager (or Headteacher).
- Working alongside the Assistant Caretaker, undertake key health and safety checks to include weekly readings of utility meters, weekly fire safety checks, temperature checks on water systems and thrice-annual ladder checks. Ensure that the outcomes of these checks are accurately recorded and any issues or concerns are reported promptly to the School Business Manager.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the School Business Manager immediately
- To provide a portage service for deliveries and assist in moving heavy and awkward shaped items around the site as requested. Assist with the assembly or installation of furniture and equipment as required.
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Storing and maintaining resources such as cleaning supplies and equipment.
- Operate systems such as heating, cooling, lighting and security (including alarms)
- Monitor the boiler, maintain appropriate records of oil levels, and order oil supplies to ensure it is kept running on a day-to-day basis to meet the establishment needs.
- Take meter readings from appropriate sites around the premises and report to the School Business Manager.
- Receive deliveries to the school site
- Collect and assemble waste for collection.
- Daily cleaning of designated areas of the school building and grounds according to instructions. Deep cleaning of designated areas during agreed school holiday periods.

- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site
- Out of school working hours, to attend to all contractors visiting or working on site, ensuring that they sign in and out, create and maintain a safe environment and that they see and sign the asbestos register as appropriate.
- Understand and able to apply health and safety procedures relevant to the post, such as COSHH, manual handling, safe use of machinery and/or equipment, working at height, lone working procedures and responsibilities.
- Undertake statutory testing for compliance with Water Hygiene and Fire Alarm checking procedures and other health and safety procedures.
- Attend training courses as required and feedback as appropriate to the School Business Manager.
- Any other duties as directed commensurate with the role.

Staff Code of Conduct

All employees will be required to undertake relevant safeguarding checks and training including a Disclosure & Barring Service Check.

On appointment, all staff will be required to sign a staff code of conduct outlining our expectations in relation to behaviour and conduct.

Signed:		Date:	
Signed Headteacher:		Date:	