

St Margaret's at Troy Town C of E Primary School and Nursery

Job Description
Post: Caretaker
Reports to: Headteacher



1 Purpose of Job

To provide a clean and safe environment for users of the school buildings and grounds; security duties as directed on school premises and site

2. Main Areas of Responsibility

- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- To be the main key holder and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- General portage duties including movement of furniture and deliveries within the school.
- Undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and assembly of waste for collection. Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- Deal with problems, unexpected situations and emergencies
- Ensure that cleaning equipment is properly maintained and in good working order
- Carry out rubbish removal as necessary and ensure bins are kept clean and tidy.
- Work collaboratively with cleaning staff to ensure smooth running and delivery of cleaning services.
- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible.
- Report any need for repair or maintenance work to the School Business Manager.
- Carry out regular health and safety checks relating to legionnaire testing, playground equipment, hazards around school and potential unsafe practices and report findings to the Headteacher.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.
- Undertake basic record keeping as required.
- Welcome contractors on site.

- Liaise with Headteacher about the school's requirements of contractors and report any problems at the first opportunity.
- Attend inspections by Health & Safety Governor as required.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Undertake other duties, consistent with the post and job description, as may be required from time to time by the Headteacher.
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks

3. Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To play an active role in the life of school.
- To undertake Health and Safety Training on areas within your remit.

4. Contacts

Headteacher

Teaching and support staff

Parents and pupils

Visitors; especially contractors on site

Cleaning staff

5. Problems and Decisions

- Advising the Headteacher of faults to the buildings, fixtures and fittings which require specialist attention.
- Liaising with contractors on site to ensure minimum disruption to the work of the school.

6. Physical Effort

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

7. Working Environment

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

8. Additional Information

The school premises may be used during evenings and weekends for school activities. By mutual agreement with the Headteacher, the post holder will be asked to attend at these times as appropriate.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.