



BURHAM CE PRIMARY SCHOOL
Bell Lane, Burham, Rochester, Kent. ME1 3SY.
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Headteacher: Mrs H Goddon

'Let your light 'shine' before others that they may see your good works.' Matthew 5 v 16
Success – Happiness – Independence - New experiences - Engagement

Job Title: School Caretaker

Hours: 20 hours per week – part time and term time only

Responsible to: Headteacher

Scale: KR4

Principal Accountabilities

Manage the maintenance and caretaking activities of the school site to ensure the safety, security and sound condition of buildings, facilities and grounds.

Outline of Main Duties

- 1) Be a designated key holder and lock the school site at the end of the school day
- 2) Ensure the school is clean, safe and tidy for the beginning of the day
- 3) Monitor the tidiness of the buildings throughout the day and ensure internal and external areas are kept clear of waste and litter at all times
- 4) Monitor the safety and security of the buildings taking corrective action or reporting hazards or defects to ensure a safe working environment is maintained.
- 5) Co-ordinate and supervise on-site contractors to ensure the smooth operation of maintenance work on the school site.
- 6) Undertake general repairs and maintenance around the site, inside and out, including decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained.
- 7) Order the necessary materials, equipment for the work to be carried out, collecting them or having them delivered to ensure the work can start on time.
- 8) Maintain tools and equipment to ensure they are kept in good working order.
- 9) Receive goods, assisting with loading and off-loading to ensure they are correctly handled and delivered to the correct recipient.
- 10) Alongside the Office Manager, prepare a planned programme of maintenance and improvement work priorities
- 11) Alongside the Office Manager, organise quotes for works to be carried out
- 12) Manage all routine safety checks around the site, to include fire safety (including regular fire testing) and risk assessments to ensure safety of all people on the school site.
- 13) Monitor the boiler system and take meter readings to ensure the system is kept running on a day to day basis.
- 14) PAT testing (training available)
- 15) Undertake necessary training
- 16) Support school events e.g PTFA organised events

