



# SAINT PETER'S METHODIST PRIMARY SCHOOL

"Doing all the good we can, through faith, love and excellence"

Headteacher: Mrs Kristina Dyer

Job Role	Caretaker
Pay scale	Kent Range 4
Responsible to	Line Manager

## **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:**

### **1. Security and Access**

- 1.1. Ensuring that the school is kept secure and responding to any security risks or incidents including checking damage/security every morning on arrival at the premises
- 1.2. Providing access to the school buildings at pre-determined times
- 1.3. Act as a designated key holder, providing emergency access to the school site

### **2. General Maintenance**

- 2.1. Upkeep and maintenance of internal and external areas to a high standard
- 2.2. Ensuring that all refuse is stored appropriately and work with the school and pupils on recycling initiatives
- 2.3. Carry out general maintenance and minor repair work including painting and redecoration.
- 2.4. Report defects of building, furniture, fittings and equipment to the SBM / Headteacher
- 2.5. Regularly check of roofs for pooling, loose tiles, plant growth etc.
- 2.6. Undertake training as required
- 2.7. Undertake general portage duties including moving furniture and equipment within school
- 2.8. Ensure toilets are functioning (e.g. unblocking)

### **3. Grounds Maintenance**

- 3.1. Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- 3.2. Keep all hard surfaces free of moss and weeds
- 3.3. Disinfect drains and dustbins regularly
- 3.4. Keep paths, entrances free of ice / snow ensuring safety of children, parents, staff and visitors

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#### **4. Health & Safety**

- 4.1. Carry out termly Health and Safety walk-around ensuring identified actions are completed
- 4.2. Ensure Asbestos Register is regularly updated and that all contractors are aware of risks during working hours of role
- 4.3. Make safe any hazards and ensure that the area is cordoned off
- 4.4. Undertake annual review of Staff Handbook and Child Protection Training
- 4.5. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- 4.6. Test fire alarms weekly, maintain test register and ensure that clear passage is maintained on fire escape routes
- 4.7. Water hygiene testing in line with current legislation
- 4.8. Operate systems such as heating, cooling, lighting and security

#### **5. Organisation**

- 5.1. Stock control of and caretaking supplies
- 5.2. Setting up of rooms / facilities for meetings

#### **6. Utilities**

- 6.1. Ensure energy efficiency at all times
- 6.2. Take regular readings of Electricity, Water and Gas meters
- 6.3. Be aware of the location of all stopcocks and electricity meters in case of an emergency
- 6.4. Ensure that the boiler house is tidy and that no flammable material is stored there