



## Job Description Caretaker

Post Holder:	The description of the duties, responsibilities and accountabilities for the post of Senior Caretaker Holy Trinity & St John's CEP School have been set out in this job description.	
Responsibility Areas	Senior Caretaker	
Accountabilities	A	Generic duties relevant to all members of staff
	B	Undertaking responsibilities as the Senior Caretaker
Accountable to	Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		Headteacher

### A - General duties relevant to all members of staff

To promote the mission, vision and aims of Holy Trinity & St John's CEP School to ensure that each child achieves their full potential

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and contribute positively to your own appraisal, and line management. Undertake specific tasks reasonably delegated by the Headteacher.

### Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

### Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

### Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

Holy Trinity & St John's CEP School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children, young people and adults and are to follow the safeguarding procedures adopted by Holy Trinity & St John's CEP School. Any safeguarding issues must be acted upon immediately by informing a Designated Safeguarding Lead (DSL).



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### **B: Undertaking responsibilities as the Caretaker**

To be responsible for the security, maintenance, caretaking, cleaning and general maintenance needs of the school. To work within the general aims and of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies. To make full use of Performance Appraisal opportunities

#### **Duties and Responsibilities:**

- Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.
- Maintain security of the site i.e. opening and closing of the premises including those for lettings, checking CCTV, fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with the Site Manager.
- Daily cleaning in specified areas within the school.
- Available to unlock / lock out of hours for lettings as and when needed
- Act as a key holder for out of hours contact, to ensure any problems are dealt with quickly and efficiently.
- Ensure the contract cleaners carry out their tasks covering for any absences, in general cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance.
- Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.
- Provide a portorage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
- Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
- Carry out regular litter picks and emptying of bins around the site.
- Drive the minibus as and when required.
- Undertake specific tasks reasonably delegated by the Headteacher / Site Manager.

#### **Supporting your own Professional Development:**

- Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including appraisal with line manager.
- To review and reflect on your own progress and development.

*This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.*