**JD for caretaker**

This is a permanent position (subject to a 6‐month probationary period)

**Main Job purpose:**

To work under the direction of the headteacher providing security, general repairs and maintenance inside and outside of the school premises assisting with the health and safety to ensure a safe working environment is maintained.

Perform duties in line with school policies, observing safe working practices in adherence with health and safety requirements.

**Main responsibilities**

The post holder will :

• Act as a designated key holder allowing emergency access to the site, liaising with police and alarm company. Securing school premises following out of hours intruder alarm activation.

• Lock and unlock school buildings as required. Ensure security of all windows, doors, gates and fire exits. Switch on/off lights as appropriate when locking up.

• Ensure safe pedestrian access by keeping paths, access points and entrances free of mud, leaves, moss, snow and ice.

• Undertake range of handyperson duties (i.e. those not requiring a qualified craftsperson) as directed by the Headteacher, that contribute to the maintenance of the school premises (e.g. repairs to fittings and small‐scale improvements, repairs to taps and cisterns, erect shelves/notice boards etc, clear blockages from sinks traps and toilets, assemble flat pack furniture).

• Assist with health and safety checks maintaining records as directed, reporting any defects of buildings, furniture, fittings and equipment to the Headteacher. Take action where hazards are identified, report serious hazards to the Headteacher immediately. Record checks as directed in accordance with school policy. Undertake a weekly visual check of the site ensuring the general tidiness and safety of outside areas including:

o Site perimeter security – check all the fences and gates

o Outside areas are free from litter, and bins are emptied

o All drains are covered

o Fire exits are clear from obstructions

o Windows are locked in a safe position and cannot be opened fully

o Fire alarms or smoke detectors that run on batteries are operational

o Toilets are fully supplied

o Intruder alarms are working

o Signs of vermin (wasps, ants, cockroaches, mice/rats/squirrels)

o Cracks in windows

o Dangerous object in school ground such as glass or needles

o Trip hazards such as plugs and cables

o Visual damage to play equipment

o No lose guttering. Gullies, guttering and drains are kept clean and free from debris

o All hard surfaces and steps are free from leaves, moss and mud

o No lose roof tiles

o Check trees for broken/overhanging branches that could pose a safety risk

o Cut back brambles and low tree foliage to keep footpaths and play equipment clear of trip hazards

o Keep external school signage clean and free from algae

• Assist with health and safety compliance checks as directed.

• In addition to the monthly checks visually check tools and ladders prior to each use.

• Assist the cleaners to remove rubbish from school building.

• Provide a portage service for deliveries to ensure supplies moving items to an appropriate area to keep passageways clear and hazard free. Check deliveries against paperwork, passing delivery notes to the school office.

• Undertake general portage duties including moving furniture and equipment within school.

• Set up and clear away furniture as required

• Clean designated areas of the school building and grounds according to instructions. • Assist with operation and function of alarm and heating systems, report defects and malfunctions to the Headteacher.

• Maintain caretaker/cleaning storage areas and cupboards in a clean and tidy condition.

• Dispose of waste materials in a safe hygienic manner ensuring all bins are available for collection when required. Disinfect drains and dustbins regularly.

* Comply with policies and procedures relating to child protection, health and safety, data protection and GDPR reporting all concerns appropriately.
* Always treat matters relating to school, staff and children as strictly confidential, adhering to the Data Protection Policy Act as a role model adopting personal standards of behaviour with staff, pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.
* Attend training courses relevant to the post, ensuring continuing personal and professional development.

This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.