

JOB DESCRIPTION

CARETAKER

JOB SUMMARY Ensure the security of the establishment, provide a cleaning and general maintenance service of the internal and external buildings and surrounding areas.

GRADE Kent Range 4

OUTLINE OF MAIN DUTIES

1. Maintain the security of the premises by opening in the morning and closing premises as necessary, eg, holiday periods and lettings, repairing doors, latches and fences to maintain a safe environment.
2. Undertake general repairs and maintenance around the school, inside and out, including plastering, decorating, repairs and woodwork, to ensure the site is a safe environment for students, teachers and visitors.
3. Undertake daily and seasonal maintenance of the site, inside and out, including changing light bulbs, tap washers, clock batteries, cleaning windows inside up to 3 m (11 feet) from the floor, cleaning drains, clean lamp shades/light diffusers, etc. to ensure a safe environment is maintained.
4. Support with cleaning as and when required.
5. Undertake the day to day cleaning of designated parts of the establishment, as directed eg, buffing floors, dusting, vacuuming, emptying bins, to ensure a clean and tidy environment is maintained. Undertake seasonal cleaning as directed i.e. stripping/polishing floors.
6. Manage the cleaner(s) to ensure cleaning is carried out to the required specification. Carry out emergency cleaning in critical areas (eg, toilets) as directed by the Headteacher, during any absence of the cleaner(s).
7. The replenishing of soap, towels, toilet paper to all lavatories on the site, as necessary,
8. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc, to maintain a clean and tidy environment.
9. Maintain adequate supplies of cleaning materials and chemicals, plus consumables e.g. toilet rolls, paper towels, soap, light bulbs, batteries and salt, re-ordering when necessary to meet the establishments needs. Cost of orders to be kept within budget.

10. Take weekly meter readings for gas, oil, calor gas, water and electricity, maintaining a record.
11. Monitor the boiler (and order oil supplies) to ensure it is kept running on a day to day basis to meet the establishments needs.
12. Act as key holder for out of hours contact (where appropriate), to ensure any problems are dealt with quickly and efficiently.
13. Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered, providing a first point of contact for all deliveries (when on site), moving items to an appropriate area to keep passageways clear and hazard free.
14. Attend training courses as required and assist in the training of other premises support staff as directed.
15. Maintain tools and equipment to ensure they are kept in good working order.
16. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
17. Escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task (when on site).
18. Comply with Health & Safety, Fire Regulations and other County and School policies.
19. Any other duties as required by the Headteacher.