



Sundridge & Brasted CE Primary School



**SUNDRIDGE
& BRASTED**
CE PRIMARY SCHOOL

Job Description Caretaker

School: Sundridge & Brasted CE Primary School	Location: Sundridge, Kent
Job title: Caretaker	Salary range: Kent Scheme Pay Scale A
Hours per week: 10 hours	Weeks per year: 52 weeks with pro-rata paid holiday entitlement

Job Purpose
<ul style="list-style-type: none">To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed by the Senior Leadership Team.

Main duties and responsibilities
Main Duties <ul style="list-style-type: none">Carry out all necessary and statutory testing of water and security systems and health & safety checks (weekly/monthly as required)Record results of all testing and report any issues to a member of the Senior Leadership Team (SLT) immediatelyPerform duties in line with health and safety regulations and take action where hazards are identified and report serious hazards to a member of the Senior Leadership Team immediatelyUndertake general portage duties including moving furniture and equipment within schoolUndertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site as requiredUndertake basic gardening tasksDaily checks on hygiene systems e.g. hand towels, toilet rolls, soapLiaise with outside agencies/contractors to organise site visits/work.

Standards and Quality Assurance

Duties

- Understand that it is our statutory responsibility to safeguard and promote the welfare of all children
- Support the aims and ethos of the school
- Be proactive in matters relating to health and safety.