



BURSTED WOOD PRIMARY SCHOOL



JOB DESCRIPTION – CARETAKER PRIMARY

Post:	School Caretaker
Responsible to:	Head Teacher & Business Manager
Liaising with:	Teaching Staff, Support Staff, Governors, external services i.e. contractors
Salary Scale:	Bex05 (prorate to 45wks per annum)
Hours of employment:	6.30am-11.30am daily (negotiable) for 45wks per year

Main purpose of the role:

- Open the school each day at 6.30am remain on duty until 11.30am
- Ensure that the premises & grounds are safe, warm, clean and properly maintained
- Movement of heavy goods
- To be flexible in approach and prepared to work additional hours or cover when necessary i.e. if Premises Manager on training and very occasionally to caretake at PTA or other school functions – additional hours made be claimed for such times
- To liaise closely with the Business Manager and Premises Manager on all premises matters and make timely recommendation for improvement where relevant

Major Duties and Responsibilities:

1. Security responsibilities include emergency, security, fire and safety procedures; locking and unlocking and ensuring locks in good order; setting alarm systems and reporting defects
2. Cleaning responsibilities include monitoring standard of cleaning, ordering cleaning materials, clearing of paths, drains, gullies etc. salting icy paths and ensuring the grounds and school field are clear from animal debris and safe for the children to access
3. Heating responsibilities include the operation and routine maintenance and cleaning of the heating plant and adjacent areas
4. Portage duties include taking delivery and distributing supplies, moving furniture and equipment
5. Maintenance duties include general handyperson repairs to furniture and fabric, reporting to the Premises Manager and Business Manager when more major repairs are required, directing

workmen and contractors

6. Regular inspections of mechanical cleaning aids, access equipment and firefighting equipment

Job Activities:

- Repair furniture and buildings fabric, requiring good standard of practical “handyperson” skills
- Liaise with Business Manager on routine paperwork such as timesheets, wages, requisitions and orders
- Replace light bulbs and tubes
- Ensure all drain and gullies are clean and free flowing. Clear blockages when they occur
- Meet workmen and contractors who are visiting the school and oversee their work and behaviour whilst on the premises
- Follow established practices in deciding on courses of action concerning the cleaning, repair, maintenance, safety and security of the school
- Assist in ensuring the school looks its best at all times