



JOB DESCRIPTION Caretaker

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Job Purpose

To ensure security of the school premises; to oversee the cleaning of the school building; to take responsibility for general maintenance of the premises and portorage; to assist the Headteacher with regard to Health and Safety.

Key Tasks

Security of the school premises

- To be responsible for opening and closing the building
- To man one of the school gates at the beginning and end of the school day
- To ensure the building is secured (main doors, windows, gates and outside stores) and intruder alarms are set and working before leaving the premises
- To ensure as far as reasonably practicable identification of all contractors entering the building
- To attend the building outside normal working hours in the event of an emergency call-out
- To act as primary key-holder for the premises in the event of a call-out outside of normal working hours

Supervision of cleaning staff and cleaning duties

- To supervise the daily cleaning of the school and ensure all cleaners carry out their duties in agreed areas of the school
- To ensure all external bins are emptied regularly
- To ensure all cleaning equipment is used safely and any faults are reported immediately to the line manager and equipment taken out of service if required.
- To clean internal windows and to ensure external windows and glass doors are periodically cleaned
- To replenish caretaking consumables (paper towels, soap, toilet rolls) and to ensure stocks are held securely for use in school
- To order and maintain regular supplies of cleaning materials and equipment
- To regularly remove litter, leaves and debris from around the school premises (including grounds)

General Maintenance

- To carry out repairs within the building upon request from staff, under the direction of the Headteacher (not requiring specialist knowledge or training)
- To ensure the provision of heating and lighting to the school, including the replacement of bulbs and tubes.
- To monitor electricity and gas meter readings and report to the Finance Officer on a monthly basis
- To monitor the periodic provision of inspections/maintenance services to the school for boilers, thermostatic mixer valves, water systems (legionella risk assessment), alarms, emergency lighting, fire extinguishers, P.E equipment, electronic equipment, kitchen gas equipment, duct cleaning, tree surveys and asbestos.
- To ensure drains and gullies are tidy and litter free
- To remove snow and ice from entrances, pathways and playgrounds and ensure they are safe for pupils, parents, staff and visitors to access school
- To ensure all classroom clocks are powered and running accurately

Portorage

- To arrange the portorage of goods and equipment around school (within reason) and with regard to safe handling and lifting procedures
- To move, set out and put away furniture and equipment as directed by the Headteacher or Deputy

Health and safety

- To monitor hot and cold water temperatures in outlets throughout school and log (monthly)
- To regularly check fire exit door mechanisms, ensure they are operational and log any faults.
- To regularly check emergency lighting is operating correctly and log(weekly)
- To regularly check fire extinguishers are charged and safe to use and log (monthly).
- To assist with a regular school fire-drills and recommend improvements to safety where necessary.
- To carry out regular health and safety assessments of conditions, activities and protocols in school and confirm satisfaction. To recommend improvements where unacceptable risks are encountered.
- To ensure all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon - under the supervision of the Headteacher

Stock control

- To control and monitor caretaking materials and equipment
- To requisition new stock purchases as and when required with the Finance Manager
- To ensure all stocks are securely stored and properly issued as and when required

Training and Liaison

- To attend training as and when required in order to carry out duties safely and effectively
- To attend regular meetings with Headteacher, Deputy and Office staff

Grounds maintenance

- General weeding of pathways

Customer care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values

Signed..... (Caretaker) (Headteacher)