**Job Description**

**Job Title: Caretaker**

**Reports to: School Business Manager**

**Grade: Kent Scheme 6**

In your role as Caretaker you will be asked to work independently to ensure safety, welfare and security of the school, pupils, staff and visitors.

**Professional Duties:**

1. Maintain the security of the premises by opening and closing premises (including times for lettings), repairing doors, latches and fences to maintain a safe environment.

2. Undertake general repairs and maintenance around the school, inside and out, including decorating, repairs and woodwork, to ensure the site is a safe environment for pupils, teachers and visitors.

3. Undertake daily and seasonal maintenance of the site, inside and out, including changing light bulbs, tap washers, clock batteries, cleaning of the inside of external doors and windows inside up to 3 m (11 feet) from the floor, cleaning drains, clean light diffusers, etc. to ensure a safe environment is maintained.

4. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. Also to keep paths, access points and entrances free of snow, ice and frost to enable safe passage.

5. Take monthly meter readings for gas and electricity, providing details to the office for records.

6. Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.

7. Act as key holder for out of hours contact, to ensure any problems are dealt with quickly and efficiently.

8. Provide a porterage service for deliveries to ensure supplies are correctly handled and appropriately delivered – when the caretaker is on site.

9. To note and report, as necessary, on matters affecting the health and safety of persons on the site.

10. Attend training courses as required and feedback where appropriate to other premises support staff as directed.

11. To maintain a Caretaker’s diary.

12. To carry out weekly Fire Alarm tests, supporting the office with record keeping.

13. To carry out weekly flushing of drinking fountains.

14. To carry out monthly temperature checks on water, keeping records and advising the Head of school if recordings indicate problems.

15. To carry out monthly emergency lighting checks.

16. To check fire escapes are clear and that all required fire signage is visible.

17. To carry out ladder checks twice a year.

18. To maintain play equipment where possible.

19. To attend monthly meetings and provide a verbal report, agree schedules and repair/ maintenance needs.

20. To be responsible for the cleaning of the building

**Person Specification**

We are looking for a successful candidate who demonstrates a range of the following attributes:

* A warm and positive rapport with children and colleagues
* A high level of motivation, enthusiasm and a positive attitude
* An awareness of how to ensure the safeguarding of our children
* Use of a range of basic cleaning equipment, etc
* Able to communicate factual information politely and courteously
* Has everyday spoken skills e.g. face-to-face conversations
* Able to listen, observe and report information to School Business Manager or office
* Ability to work flexibly, to meet the needs of the school and adjust to daily changes in priorities.
* Ability to recognize and follow protocols and deal with emergency situations
* Ability to maintain basic written records reporting any defects promptly to the School Business Manager.
* Ability to be proactive in identifying potential problems and hazards around the site that need maintenance attention.
* Evidence of relevant training eg asbestos awareness, water hygiene, health and safety would be desirable or a willingness to train.

**Health and Safety Statement**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

**Safeguarding Statement**

Wilmington Primary School is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Governing Body to ensure the safety of all young persons within its care.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Authorised by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_