**Job Description for**

**Job Title Caretaker**

**Grade D2**

Reporting to Head of School, Site Manager & CFO as appropriate

Purpose of the Job

Under the direction of the Site Manager, Head of School and CFO, be responsible for the security of the school buildings and grounds.

**Accountability**

Accountability for safety, cleanliness and general maintenance, in accordance with the school mission statements and policies.

Applicable Contract Terms and Duties

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School and following consultation.

The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out below.

**Main Tasks**

1. Attending to the opening and closing of premises at designated times and to be responsible for the general security at all times which can involve the school caretaker being called out in unsociable hours or at weekends to deal with security problems.
2. Meeting and attending to contractors visiting or working on the site.
3. Overseeing the efficient working of heating plant and lighting.
4. Monitoring site performance and reporting accordingly to the Site Manager
5. Liaising with the site manager over access to the premises
6. Carrying out emergency cleaning in critical areas (e.g. toilets) where the cleaner has failed and a health risk is deemed to exist.
7. Undertaking repairs and maintenance on furnishings and buildings where necessary either personally or using contractors.
8. Managing fire safety systems, carrying out weekly tests of fire alarms and maintenance of doorguards. Acting as a Fire Marshall.
9. Reporting of defects in buildings, furniture, fittings and plant as required by Health and Safety policy. Noting, reporting and making safe matters affecting the health and safety of persons on the site.
10. Undertaking specified indoor cleaning duties.
11. Carrying out a water management programme in accordance with training on legionellosis, keeping records and alerting the site manager of any problems or potential harm to health and safety.
12. Cleaning and being responsible for the tidiness of paths, drives and other hard surface within the site grounds. Keeping paths, access points and entrance free of leaves, ice and snow as appropriate to ensure safe passage.
13. Cleaning lamp shades and light diffusers, taking account of instructions given on cleaning at heights.
14. Replenishing of soap, towels, toilet paper to all lavatories on the site as necessary and washing up liquid to kitchens.
15. Maintaining adequate stocks and reordering as necessary in accordance with school procedures.
16. Ensuring safe use and storage of caretaking and cleaning supplies in accordance with COSHH regulations.
17. Carrying out errands, buying repairs requisites, moving furniture for school events and seeing to general tidiness of site as directed by the Site Manager.
18. Receiving goods and supplies delivered to school and undertaking portage in accordance with health and safety guidance and manual lifting regulations.
19. Attend the other school sites within the Trust when the need arises.

**Working Environment**

* The post is based within the School buildings and grounds and to provide cover across the other schools within the Trust.

This job description is subject to review by the Head of School in consultation with the post holder as appropriate to the changing needs of the school.

Reviewed …………………

Signed…………………………………. Date………………………