

Post: Senior Caretaker / Handyperson Pay Scale: KR4

To Whom Responsible: Head Teacher / Deputy Head Teacher / Finance Secretary

# Staff for Whom Responsible: Cleaners

**Summary of the job:**

To be responsible for the security, maintenance and cleaning of the school and site; ensuring the school is a safe and secure environment for pupils, teachers and visitors and presented to a high standard. Working hours may be subject to variation and call-out at weekends and unsociable hours will be necessary from time to time.

# **Key skills required:**

The Senior Caretaker must have significant personal motivation and drive, together with good interpersonal skills in order to liaise with pupils, teachers, management and external contractors. He/she will need to be self-motivated, flexible and able to work in an autonomous way. The ability to act on own initiative is essential, dealing with any unexpected problems that may arise.

The post-holder is likely to be a qualified tradesperson and will possess extensive general buildings experience. A range of practical skills, including plumbing, carpentry, plastering, carpet fitting, tiling and redecorating is important. The post-holder will have sufficient experience of building trades to be able to identify problems and undertake a range of minor works, maintenance and repair work and/or supervise contractors to carry out such tasks.

A thorough knowledge of related Health & Safety Regulations, including COSHH and Risk Assessment and how they apply in a school environment is essential.

Living within a 5 mile radius of either/both schools is a preference.

1. Maintain the security of the premises by overseeing the opening and closing of the premises (including times for lettings which may be during evenings and weekends, for which overtime will be paid), repairing doors, latches and fences to maintain a safe and secure environment.

1. To carry out a daily check of the site to ensure it is clean, tidy and ready for use.

1. To carry out a daily walkabout of the site including the perimeter fence, gates and trim trail to check for health and safety compliance, i.e. to identify potential hazards and report or rectify immediately. To ensure the school hall is clean and ready for assembly. To provide a weekly update of Health & Safety matters (either verbally or written) to the Head Teacher. To meet with designated governor to discuss tri-annual Health & Safety site checks. To note and report, as necessary, on matters affecting the health and safety of persons on the site.

1. Undertake general repairs and maintenance around the school, inside and out, including decorating, general repairs, minor plumbing and electrical tasks and woodwork, to ensure the site is a safe environment for children, teachers and visitors.

1. To be involved in the management and maintenance of the ongoing Buildings and Premises Plan including scheduling work in conjunction with the Head Teacher and Bursar, booking in of contractors and supervision of works.

1. Check contractors’ Risk Assessments, ensure asbestos register is read and signed. Monitor the quality of work undertaken and report any unacceptable work to the Head Teacher.

1. To carry out the weekly, monthly and termly water hygiene tests, record accurately the data obtained. Keep all Water Risk Assessment paperwork up to date and available for inspection. Ensure that the equipment being used for testing is calibrated as necessary.

1. In addition to overseeing the annual PAT test that is carried out by outside contractors undertake the PAT testing on items new to the school and regularly moved items.

1. Undertake daily, weekly, monthly and seasonal maintenance of the site, inside and out, including changing light bulbs, tap washers, clock batteries, cleaning windows inside up to 3 m (11 feet) from the floor, cleaning drains, clean lamp shades/light diffusers, etc. to ensure the school is presented to a high standard.

1. To carry out fire alarm testing (weekly), emergency lights testing (monthly), inspection of fire extinguishers (monthly) and an inspection of fire exits (monthly).

1. To liaise with external cleaning company supervisor with regard to cleaning requirements/issues. If required to undertake the day to day cleaning of designated parts of the establishment, as directed i.e. buffing floors, cleaning toilets, dusting, vacuuming, emptying bins (waste and recycling), to ensure a clean and tidy environment is maintained. Undertake seasonal cleaning as directed i.e. stripping/polishing floors.

1. Carry out emergency cleaning, where required, in critical areas (e.g. toilets, playgrounds).

1. When necessary the replenishment of soap, towels, toilet paper to all lavatories, sinks and communal areas on the site, as necessary.

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

1. Maintain adequate supplies of consumables e.g. toilet rolls, paper towels, soap, light bulbs, batteries and salt, heating oil, requesting re-orders when necessary to meet the establishments needs.

1. Take and send monthly meter readings for water, gas, electricity and heating oil; maintaining accurate records.

1. To ensure appropriate levels of heating by managing and monitoring the school boilers on a day-to-day basis to meet the establishment’s needs including switching between the two pumps on the boiler management panel. Liaise with external vendors regarding maintenance of the system.

1. Act as key holder for out of hours contact (where appropriate), to ensure any problems are dealt with quickly and efficiently.

1. Provide a checking and porterage service for deliveries to ensure supplies are correctly handled and appropriately delivered.

1. Attend training courses as required and assist in the training of other premises support staff as directed.

1. To action items in the Site Maintenance Request Log.

1. To produce a weekly/bi-weekly premises update to Head Teacher and Bursar. To keep computerised records using Microsoft (Word, Excel) and use Outlook and Explorer as required.

1. Undertake project work as directed by Head Teacher.

1. To be responsible for school signage, information and Health and Safety matters.

1. To liaise with external landscape gardeners.

1. To put out and put away tables and chairs and other furniture as required.

1. To assemble and move staging as required.

1. To assist staff with the creation of props, placing of notice boards, artwork, etc., as required.

1. Maintain a clean and tidy store for all cleaning, hygiene and maintenance resources.