



HOPE VIEW SCHOOL

Job Description: School Caretaker

RESPONSIBLE TO: Director of School Development & Network Manager

General Purpose of the Job

1. To be responsible to the Network Manager for the provision of an effective caretaking support service to the school.
2. To ensure a clean, tidy and well maintained environment.
3. To provide an effective caretaking support service to the school.
4. To be responsible for all caretaking duties, portering, maintenance and security of premises and grounds, and for the monitoring of all cleaning.
5. To ensure that the day-to-day running and maintenance of the premises is efficient and avoids wastage.

Main Duties

MAINTENANCE

6. To ensure that the whole site, including the premises, furniture and fittings and the grounds are maintained in a good condition. This includes: a) Carrying out handyperson duties and repairs where possible, including repairs to furniture, fixtures and fittings. b) Carrying out minor decorating and paint repair tasks. c) Ensuring that light bulbs, tubes starter switches are replaced as required. d) Recording, investigating and reporting all repairs requiring specialist work (e.g. electrical)
8. In liaison with the Network Manager to report on, arrange and oversee any alterations, redecoration, building and maintenance contracts and specialized repair work, and keep up to date records of all work needed or already carried out.
9. To carry out at least termly, inspections of the whole premises and grounds, and to provide written notes to the Headteacher on maintenance requirements.

CLEANING

10. a) To undertake the daily cleaning of designated areas as directed by the Network Manager b) To collect and dispose of all waste, refuse and surplus materials and ensure that playground litter bins are emptied as required. c) To ensure that toilets, sink areas and showers are ready for use and that the soap, toilet rolls and towels are replenished as necessary. d) To keep all drains clear of debris. e) To clear up when pupils have been sick in school, or in the playground. f) To ensure that the grounds, pathways and tarmac areas are swept regularly. g) To ensure the school is clean and tidy and conductive to learning, e.g. litter picking, collecting and disposing of refuse, clearing animal waste, disinfecting bins as required h) To carry out emergency cleaning, if required.

HEALTH AND SAFETY

11. To report immediately to the Network Manager any accident, dangerous occurrence or practice, or threat to health and safety and enter it in the incident book.
12. To provide safe access in the event of snow, ice or flooding.
13. To supervise appropriately trained personal when they visit to carry out regular/annual checks on services and equipment.
14. To undertake general assistance to staff, including portering (e.g. moving furniture and equipment, setting up for Parents Evenings, School Productions etc.).
15. To log, investigate and take suitable action on any complaint about cleaning, heating, repairs or maintenance, reported by staff or others.
16. To undertake job related training or courses as required.
17. As far as possible, to keep the Network Manager/office staff informed of his/her whereabouts on site at regular intervals throughout the day.
18. To check on a daily basis with the Network Manager for duties to be undertaken.
19. To carry out other duties of a similar nature from time to time as may be required by the Headteacher/Network Manager.
20. All duties must be carried out to comply with the health and Safety at Work Act and relevant Nationally Agreed Codes of Practice. This role and job description will be reviewed annually as part of your professional development.