High Firs Primary School

|  |  |  |
| --- | --- | --- |
| HeadteacherMr A KilbrideDeputy HeadteacherMiss C Rennie www.high-firs.kent.sch.uk  |  | Court Crescent Swanley KentBR8 8NR01322 669721office@high-firs.kent.sch.uk |

**Job Description - Caretaker**

Summary of Job:

Providing general maintenance service internally and externally of buildings and surrounding areas; including maintaining security and cleanliness of the site.

1. Undertake general repairs and maintenance around the school, inside and out, including minor decorating, plumbing and carpentry to ensure the site is a safe environment for students, teachers and visitors.
2. Grounds maintenance to ensure outside areas are kept in good order e.g. grass cutting, clearing guttering, clearing litter, sweeping leaves, emptying bins, to maintain a clean and tidy environment.
3. Undertake ongoing regular and seasonal maintenance of the site and equipment, inside and out, as required for the school including changing light bulbs and tap washers, clock batteries, door locks, unblocking drains and toilets.
4. Maintain the security of the premises – regular checking of doors, latches and fences.
5. Undertake the general checking & clearance of the establishment to ensure a tidy environment is maintained.
6. Attend training courses as required and assist in the training of other premises support staff as directed.
7. Provide a point of contact for deliveries when on-site; moving items to an appropriate area to keep passageways clear and hazard free.
8. To comply with Health and Safety, Fire regulations and other policies.
9. To note and report as necessary on matters affecting the health and safety of persons on the site in accordance with the school’s health and safety guidelines.
10. Move furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Risk Assessment.
11. Escort and advise contractors attending the building to ensure the contractor is given adequate information to complete the task.
12. Maintain and order supplies of cleaning materials and maintenance sundries.
13. Be a designated key holder, providing out of hours and emergency access to the school, as well as opening up the premises for the school day.
14. Carry out mandatory checks and keep accurate records.
15. Clean office areas of the school building.
16. To undertake any other duties as may reasonably be required by the Headteacher or their delegate.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not an exclusive statement of duties, but sets out the main expectations of the school in relation to the post holder’s responsibilities.