



### **Job Description**

Role	Level 1 – Caretaker
Responsible to :	School Business Manager
Responsible for:	Cleaning staff
Hours	Monday to Friday 6.30am – 11.30am 52 weeks per year (Hours can be flexible in the school holidays) 24 days holiday

### **Job Purpose**

To provide a caretaking service to ensure that the school is kept safe and secure and is welcoming for pupils and the school community. The service must also look to minimise risks to the health and safety of those using the school site and to ensure the efficient and economic use of the school premises. The principle accountabilities are set out below; the tasks detailed are to indicate the range of duties that may be involved.

### **Site Maintenance**

Contributing to maintaining the site in a good state of repair and maintaining heating and lighting to all parts of the premises in order to minimise risks to health and safety of those using the school site and to ensure that all the activities of the school take place in an environment suited to learning.

- Operate heating plant to maintain the required climate, ensuring, where appropriate that adequate supplies of fuel are available. Carry out frost precaution procedures as necessary. Ensure adequate heating and lighting to all parts of the premises and, if either system fails, institute the recommended emergency procedures.
- Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.
- To ensure the playground is clear and free from all foreign items.
- Undertake emergency and first line repairs within capability, and other repairs/procedures within capability and training that are normally carried out by Contractors where financially viable to do so, e.g. electrical work, plumbing and heating, painting and decorating, carpentry and joinery, glazing.
- Liaise with the School Business Manager in the preparation of long and short term maintenance programmes and where appropriate decide which repairs require outside contractors. Direct contractors to the site, explain nature of the repairs, monitor their

performance and inspect completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force at the school.

- To adhere to the schools procurement policy when requesting quotations for maintenance works

## **Security**

Secure all school buildings and set alarm systems when school alarm systems when school is not in use to protect the building and its contents.

- Ensure the buildings are locked and unlocked at appropriate times, setting and turn off alarm systems. Where appropriate, secure access to the school grounds to prevent trespass and the parking of unauthorised vehicles within the premises.
- Walk around buildings and check premises have not been disturbed, switch on/off lights and electric/gas room heaters as required, check all windows are closed, and check internal doors and lock as required.
- Regularly check the automatic security and fire alarm systems and arrange for these to be serviced as recommended.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.

## **Portering**

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

- Dispatch and take delivery of goods, laundry and materials.
- Transfer goods and materials delivered to the school to appropriate locations around the school site.
- Daily setting out and clearing away of tables and chairs in dining areas if required, and movement of furniture in connection with assemblies and parents' evenings.

## **Site Management**

Establish and maintain procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.

- Monitor the performance of outside contractors working on the school site and inspect completed work.
- Monitor standards of cleaning provided by the school's cleaning staff or contract cleaning staff and raising these initially with the staff concerned or with the contractor as appropriate to achieve improved performance.

- Check supplies of cleaning materials, personal hygiene products and sundry items and replace as required.
- Carry out routine check on fire fighting equipment and ancillary equipment, e.g. automatic pumps, maintenance of batteries etc.
- Record meter readings for gas, water and electricity.

### **Cost Effectiveness**

To Contribute to the Governing Body's objectives of achieving greater value for money in the maintenance of the buildings and site.

- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising management in order to ensure the most economical use of fuel and water.
- Where appropriate to the nature and organisation of the school, write reports on fault finding, cost of vandalism, suggestions for increased efficiency of the service inspections/fault finding etc.
- In liaison with the School Administrative Officer, promoting and managing the establishment's letting facilities, where appropriate.
- Any other caretaker tasks as assigned by the Senior Leadership Team

### **WORK CONTEXT**

Job holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. Whilst working under the direction of the School Business Manager, the job holder is required to make some decisions, e.g. whether work of outside contractors reaches the required standard

Some physical effort required, e.g. furniture moving, portering and involves some outdoor working.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***