

## JOB DESCRIPTION – CARETAKER

**Job Title:** Caretaker

**Grade:** Grade E pt 13 £17,391 – Pt 19 £19,446 pro rata (19 hours per week; 10 hours caretaking and 9 hours cleaning)

**Responsible to:** Headteacher

**Start Date:** 29<sup>th</sup> October 2018 or asap after

**Role:** Permanent ( 44 weeks per year)

### JOB PURPOSE

To undertake a range of janitorial duties concerned with the school premises, ancillary duties and cleaning to support the operation of the school.

### MAIN DUTIES AND RESPONSIBILITIES

**Security of premises** – to have overall responsibility for the supervision of the school premises, including:

- Locking and unlocking and securing of premises and site
- Opening up and locking up at agreed times
- Carrying out security checks
- Operation of fire and security systems
- Opening up and locking for lettings in accordance with local agreements
- Responding to emergencies affecting the school premises outside normal working hours e.g. for contractors
- Report major defects to Headteacher or office.
- Inspect whole site regularly e.g. identify and risks or defects
- In conjunction with Headteacher/Staff/Governors, ensure site complies with H & S regulations.

**Heating System** – to have overall responsibility for the operation of the school heating system including:

- Checking, operating and setting the boiler/heating system and reporting defects
- Carrying out energy conservation measures
- Cleaning filters in fan convector heaters, if required
- Reading meters and completing fuel usage returns
- Ensure boiler house is clean and tidy

**Maintenance of premises and furnishing** – to undertake a range of duties to assist in day to day maintenance of the school premises and furnishings including:

- Renewing light bulbs and fluorescent lamps and cleaning fittings

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- Reading electricity, oil and water meters and notifying finance officer with returns
- Legionella checks
- Fire lighting and alarm checks
- Carrying out minor repairs to premises, e.g. replacing tap washers, missing screws in hinges and catches, temporary repairs to broken windows, clearing blocked sinks, replacing toilet furniture (within the capability of the post holder)
- Undertake minor internal decoration of buildings (within capability of the post holder)
- Carrying out minor day to day repairs and renovation of loose and fixed furniture
- Ensure outside areas clear of dust, leaves and rubbish
- For major defects, ensure site/area safe until attended by contractors
- Liaise with outside agencies for repair work.
- Ensuring that gutters, drain pipes and rainwater gullies are kept clear where necessary, arranging for contractors to undertake the work
- Replacing batteries in fire doors
- Checking finger-guards on doors and hinges
- Carrying out emergency cleaning duties, arising during the working day

### **Cleaning Duties –**

- To clean designated areas internally e.g clean surfaces, skirting, Hoover, spot clean, window sills, empty bins
- Organise the ordering of cleaning materials especially for holiday clean
- Refill soap, toilet paper and paper towels
- Keep boiler house clean and tidy – no combustibles
- Meter readings

### **Upkeep of external areas –**

- Removing litter, grit etc. from hard surfaces (playgrounds, car parks, hard surface sports areas on the school site and pathways)
- Where possible, ensuring that main entrances and paths are clear of snow and applying grit and salt when needed
- Hand weeding, cutting back branches and brambles (not covered by ground maintenance)
- Undertaking border and other general maintenance (within capability of the post holder)

### **Other Janitorial and Support Duties –**

- Taking delivery of school supplies and general distribution within school when on site
- Assisting with manual tasks which support classroom activities (within the postholder's experience and training)
- Attending to maintenance contractors working on site during the post holder's normal working hours
- Moving furniture, within the capabilities of post holder
- Arranging disposal/recycling of refuse through normal services
- Ensure the operation of safe working practices and the correct use of plant and equipment under the post holder's control and maintenance

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- Holiday tasks e.g cleaning outside windowsills, moss
- Other duties arising from the use of the premises (which may be subject to Local Agreement)

**Other Duties** – Such other reasonable duties as required consistent with the grade of the post and experience of the post holder.

- Hold an enhanced DBS
- All members of staff at our school have a responsibility to safeguard and promote the welfare of children.
- Comply with policies and school procedures, ethos, aims and vision.
- Comply with GDPR and confidentiality
- Undertake relevant training

### **QUALIFICATIONS AND EXPERIENCE**

Relevant experience

### **SUPERVISION RECEIVED**

Head Teacher / Office Staff

### **PRINCIPAL CONTACTS**

School staff, Cleaning Staff, Parents, Pupils, Contractors, Service Providers and LA.

### **SPECIAL CONDITIONS**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.