



Job Description Caretaker

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| Job Title: | Caretaker |
| Grade: | Grade 4 |
| School: | Primary School |
| Responsible to: | Office Manager, Head teacher and the governing body |
| Supervisory responsibility: | Responsible for the direction of work of cleaning staff |

The Caretaker must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. The Caretaker must maintain appropriate professional boundaries and respect the unique position of trust as a Caretaker at all times.

Main purpose of the role

The role of Caretaker is seen as being crucial to the smooth running and future development of the school. The post has the responsibility for ensuring that the school is safe for usage at all times taking a lead role in the maintenance and general up-keep of the school and associated buildings. The Caretaker will ensure the security and cleaning of the building ensuring that all duties are undertaken within the requirement of Health & Safety Regulations

Main Duties

- To be responsible for the security of the school buildings and site.
 - To deal with minor repairs and day to day problems.
 - To call in a specialist to deal with repairs and improvements as and when required
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- To be pro-active regarding general maintenance and undertake preventative minor maintenance work. To carry out day to day maintenance of fixtures and fittings throughout the site, reporting concerns.
 - To communicate and liaise with outside agencies.
 - To monitor efficient records regarding testing of equipment.
 - In liaison with the Headteacher and the School Office Manager take an active part in the preparation and production of an ongoing improvement plan for the school.
 - To ensure the effective operation of heating, lighting and water systems including routine maintenance of boiler systems arranging servicing and the overall efficiency of energy with the site.
 - To determine order requirements of stock e.g. cleaning materials, lighting equipment, and to ensure the safe keeping of stock.
 - To carry out security marking of all portable equipment.
 - To undertake portage of furniture and equipment around the site as may be necessary.
 - To carryout evening and weekend lettings as necessary and ensure that the building is suitable for public use..
 - To ensure Health and safety on the site e.g. slippery paths, corridors, etc, and to ensure a weekly test of the alarm system.
 - To take initial responsibility for call-outs in case of break-ins and alarm calls.
 - To test Fire Alarms weekly any faults/repairs to be reported immediately.
 - To make safe damaged fabrics or fittings and to repair on site where possible.
 - To be responsible for portable appliance testing (PAT) of all new electrical equipment and existing equipment in accordance with LA policy

Cleaning

- Be in attendance at times agreed with the Headteacher or her designated representative. This attendance will include periods prior to, and following the end of the school day, ensuring that the school is open for cleaning purposes.
- To clean their designated cleaning area and ensure cleaning standards are maintained.
- To monitor cleaning standards and keep the Office Manager/Headteacher informed.

Minor Repair Work – Identification and Performance

- In consultation with the Headteacher or her designated representative assist with visual checks in order to determine an effective maintenance programme throughout the building which will include identifying major and other works.
 - Identify necessary repair work throughout the building. In identifying the repair work you should decide whether or not you can deal with a repair or if it needs requisitioning.
 - Books for staff to report any defects/repairs to classrooms or other areas are located in every classroom.
 - Oversee work carried out by contractors in the building ensuring that contractors follow safe working practices.
 - In the event of repair orders having to be issued, maintain records of orders issued and date of completion work.
 - Examine all Invoices and marry with order book and signing-in book (workmen) and query/report any discrepancies.
 - To monitor repeated call-out jobs for same task/work and action any concerns/queries to the relevant department/body.
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- Ensure that all taps and flushing systems are in good order and that they are turned off during holiday periods after cleaning is complete.
 - Lubricate locks, handles and hinges of doors and gates periodically as required.
 - To monitor waste pipes to surface drains to ensure free flow of drainage.
 - To keep a 'Water Services Log Book' and ensure monthly checks to monitor and record correct parameters of temperature control in hot and cold water outlets.
 - Monitor and record flow and return temperatures
 - Maintenance of toilet furniture, i.e. chains, seats, dispensers, etc.
 - Identify broken sockets and protect them with the appropriate cover – report breakage to electrician.
 - Undertake visual safety checks on plugs and leads on portable electrical heaters and items used in connection with the Site Supervisor's duties.

Outside Areas

- Ensure that playgrounds and outside area are kept in a tidy condition.
- Keep playgrounds and outside areas free from any substance which is dangerous to pupils, staff and visitors.
- Ensure regular checks on additional playground equipment
- To clear and grit paths during bad weather.

Security

- Be responsible for the security of all grounds, buildings and contents and ensure that buildings are secured following use outside normal school hours.
- Set the burglar alarm in accordance with specified policy
- Emergency boarding up of windows and doors where this is essential to the safety or the security of the premises and the cleaning away of glass and other debris to ensure safety.

Administration/Record Keeping

It may be necessary to liaise with the headteacher or designated representative on some of the administration work. This would be left to the direction of the headteacher or her designated representative.

- Maintain orders in respect of cleaning materials and repairs.
- Maintain records of fire appliances/extinguishers in school – giving details of location and dates of inspection and testing.

Porterage Duties

- To move deliveries to appropriate areas of the school.
- To move furniture as required and distribute milk to appropriate classrooms.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.
