



JOB DESCRIPTION

NAME:

POST:

CARETAKER: (Part-time 17½ hours per week)

ACCOUNTABLE TO:

HEADTEACHER

RESPONSIBLE FOR:

Under the direction of the Headteacher, the Caretaker will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including maintenance and operation of plant), portage and handyperson duties, and other duties arising from the use of the premises.

The Caretaker will supervise Cleaning staff who work in total not more than 60 hours per week (based on a normal working week of 36 hours) and which may encompass normal administrative processes.

SUMMARY OF MAIN DUTIES:

1. Security of Premises:

- a) Ensuring that the agreed school safeguarding procedures are followed with regard to the safety of the people on site and the security of the building.
- b) Carrying out security procedures for school buildings and grounds.
- c) Walking around buildings checking that premises have not been disturbed.
- d) Switching lights on / off as required.
- e) Checking and securing windows and internal doors.
- f) Switching on / off appropriate alarm systems.
- g) Locking / unlocking school gates and external entrance doors.
- h) Preventing trespass on school premises and grounds.
- i) Ensuring unauthorised parking of vehicles does not occur.
- j) Carrying out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- k) Providing access to school in the event of emergency situations.
- l) Dealing with enquiries from staff, children, parents, workmen & contractors and members of the public.

2. Lighting and Heating of Premises

- a) Checking and replacing electrical light bulbs or tubes which are in a position where safe access is available.
- b) Operating the heating plant so that the required temperatures are maintained in the school premises, and that adequate supply of hot water is available.
- c) Carrying out frost prevention procedures as instructed.
- d) Carrying out routine inspection and maintenance procedures on ancillary equipment such as checking automatic pumps in areas subject to flooding.
- e) Ensure that adequate supplies of fuel are maintained at all times.
- f) Cleaning out fan heaters annually



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3. Cleaning of Premises

- a) Cleaning materials must be issued to Cleaners solely by the Caretaker and all instructions on usage of all materials strictly adhered to because of risk to persons or property.
- b) Ensuring that the school premises and furnishings are cleaned in accordance with the school's standards.
- c) The Caretaker will be responsible for cleaning allocated areas of the school.
- d) Toilets to be visited to see that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary.
- e) Drawing soap, toilet rolls, paper towels and any other associated consumable items from stock cupboard and distributing to WCs or Reception Area, where necessary
- f) Walking around play areas and drives daily, picking up paper and litter etc from all areas including paths, flower beds and grassed areas.
- g) Sweeping up excess dirt from patios and hard surfaces; cleaning leaves during the Autumn period; ensuring that all drains, gullies and grids are kept free flowing and clean, including cleaning blockages.
- h) To apply rock salt in frosty weather to main pathways, entrances and carpark.
- i) Ensuring that the dustbin points are clear, emptying litter and recycling bins (keeping them clean) and distributing bins as required.

4. Porterage

- a) Taking delivery of stores, materials and other goods received by the school and storing them as instructed.
- b) Dispatching laundry, goods, materials etc, from the school.
- c) Laying out and stacking furniture as required.
- d) Collecting and transporting milk/orange/fruit
- e) Any other porterage duties as requested by the Headteacher.

5. Safety at Work

- a) Ensuring that all cleaning and caretaking activities are carried out in a safe manner
- b) Ensuring that all cleaning equipment is in a safe working condition.

6. Major and Minor Repairs

- a) The Caretaker must draw attention to the Site Manager (or Headteacher), to any repairs or maintenance work required at the school.

7. Staff Training and Supervision

- a) The School Caretaker must be responsible for the distribution of work rotas for all his/her cleaning staff. Instructing his/her staff in all aspects of work and cleaning methods.
- b) Instructing appropriately the school cleaning staff, either individually or in groups, in the correct use of cleaning materials and machinery in accordance with the Local Authority's practices and with particular reference to safe working.
- c) Carrying out normal supervisory duties, eg. Maintaining a good working atmosphere and team spirit, ensuring good timekeeping, dealing with individual and group grievances and problems, and seeing that work is done correctly and promptly.
- d) Making out forms for the requisition of stores and repairs.



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Signed..... (Post Holder)

Signed..... (Headteacher)

Date.....

THIS JOB DESCRIPTION MAY BE REVIEWED AT THE END OF THE ACADEMIC YEAR OR EARLIER IF NECESSARY. IN ADDITION, IT MAY BE AMENDED AT ANY TIME AFTER CONSULTATION WITH YOU.