

Job Description



Department	Fender Primary School and Ganneys Meadow School and Family Centre	Division	Premises team
Designation of Post	Part Time School Caretaker (Mornings)		Band D
Responsible to	Site Manager, Business Manager, Headteacher		
Immediate Subordinates	None		

Job Purpose

Under the direction of the Site Manager, and in accordance with the practices and procedures of the Local Authority and school, the Caretaker will be responsible for the robust 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, painting on a rolling programme of maintenance and handyperson duties including basic plumbing, repairs, drainage, woodwork plus other duties arising from the use of the premises such as compliance activities.

To be on the call out rota for emergency out of hours needs regarding the security of the school building.

To report and issues or concerns promptly to line management

Key Tasks

1. Lock and open the school premises ensuring the site and buildings are secure with a special regard to safeguarding at all times and taking remedial action if required
2. Walk around buildings checking that premises have not been disturbed
3. Prevent trespass on school premises and grounds
4. Act as a designated key holder for the school premises
5. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
6. Ensure unauthorised parking of vehicles does not occur
7. Identify repairs and maintenance requirements of the buildings and site and, in consultation with the Site Manager, either undertake in-house if minor (i.e. not requiring qualified trades/craftsperson) or report emergency and more complex repairs in accordance with school procedures
8. In liaison with the Site Manager, oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
9. Check and replace electric light bulbs or tubes which are in a position where safe access is available
10. Carry out painting/decorating as required using a rolling programme, ensuring school standards are met

11. Operate the heating plant so that the required temperatures are maintained in the school premises, and that an adequate supply of hot water is available.
12. Carry out routine inspection and maintenance procedures in accordance with the instruction of the School's Heating Engineers on ancillary equipment such as checking pumps in areas subject to flooding
13. Carry out frost prevention and cold weather procedures as instructed.
14. Monitor stock and order supplies in accordance with school procedures
15. Take delivery of stores, materials and other goods received by the School and storing them as instructed
16. Undertake general portage duties, including moving furniture and equipment within the school and preparing for events such as performances, functions and assemblies
17. Perform all cleaning and caretaking activities to comply with health and safety procedures and COSHH regulations (including risk assessments) and take action where hazards are identified, reporting serious hazards to Business Manager immediately
18. Undertake regular inspections and checks of buildings, grounds, fixtures, fittings and equipment in line with school schedules (including compliance with health and safety and fire safety regulations and regular meter readings) and record these accurately
19. Ensure all premises areas and stores are kept tidy, clean and locked preventing access to non-premises staff and allowing quick access to tools and equipment.
20. Ensure the school premises and furnishings are cleaned in accordance with the school's methods and high standards, including the clearing of bodily fluids when required.
21. Toilets to be visited at agreed times of the day, particularly after breaks, to see that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary, refilling and replacing soap, towels and other materials
22. Walk around the site daily, picking up paper and litter etc, from all areas including paths, flower beds and grassed areas, sweep up excess dirt from hard surfaces and jet-wash as and when required. Clean up leaves during the autumn period and spread rock salt etc. in frosty weather to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages.
23. Regularly check accessible gutters and ensure they are clear
24. Ensure the dustbin points are clear, emptying litter and keeping clean and distributing bins as required and maintain an efficient recycling programme in line with the grey bin provision i.e. paper, cardboard, plastic bottles and help to raise litter awareness within the whole school, identifying recyclable items
25. Carry out low level window cleaning
26. Cover the Site Manager's absence or annual leave as necessary as additional hours and be willing to work additional hours during holiday periods as required.
27. Deal with enquiries from staff, students and pupils, parents, contractors and members of the public in a welcoming, friendly and professional manner.
28. Contribute to the good working atmosphere and team spirit across the school and appreciate and support the roles of other colleagues and professionals.
29. Aware of and compliance with procedures relating to safeguarding, health and safety, data protection and confidentiality and willingness to attend training and other development activities as required which may be outside normal working hours.
30. Be aware of and support difference ensuring equal opportunities for all
31. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
2. Facilitate lettings and carry out associated tasks, in line with local agreements
3. Handle small amounts of cash for the purchase of materials to carry out repairs.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service