

JOB DESCRIPTION

POST TITLE: Caretaker

RESPONSIBLE TO: Facilities Manager & members of the Leadership Team

POST GRADING: Scale OS2A

(i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.

(ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

JOB PURPOSE

To provide a clean and safe environment for users of the school buildings and grounds; security duties as directed on school premises and site.

MAIN RESPONSIBILITIES AND TASKS

The normal duties of the post holder will usually include the following:

- Car park marshalling at the start and/or end of the day.
- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- Grounds maintenance including grass cutting, hedge trimming and line marking.
- Painting and decoration as and when required.
- To be a key holder and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- General portage duties including movement of furniture and equipment within the school.
- Undertake daily agreed cleaning duties and ad hoc duties, including litter picking and assembly of waste for collection.
- Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- Deal with problems, unexpected situations and emergencies.
- Ensure that equipment is properly maintained and in good working order.
- Ensure adequate supplies of domestic consumables are in all classrooms and toilets.
- Carry out rubbish removal as necessary and ensure bins are kept clean and tidy.
- Work collaboratively with cleaning staff to ensure smooth running and delivery of cleaning services.
- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible.
- Report any need for repair or maintenance work to the Facilities Manager.

- Carry out regular health and safety checks relating to legionnaire testing, playground equipment, hazards around school and potential unsafe practices and report findings to the Head teacher.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.
- Operate the heating and lighting systems, ensuring efficient use of resources.
- Undertake basic record keeping as required.
- Welcome contractors on site.
- Liaise with Facilities Manager about the school's requirements of contractors and report any problems at the first opportunity.
- Attend inspections by Health & Safety Trustee as required.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Undertake other duties, consistent with the post and job description, as may be required from time to time by the Headteacher.
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks.

OTHER DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To play an active role in the life of school.
- To undertake Health and Safety Training on areas within your remit.

PHYSICAL EFFORT

- Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

ADDITIONAL INFORMATION

- The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments may be made.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

SIGNED:**HEADTEACHER**

SIGNED: **CARETAKER**

DATED: