**Lanchester E.P. (Controlled) Primary School**

**Post:** Caretaker Level 3, Grade 2 – 37 hours Whole Time

**Line Manager:** School Business Manager

**Main Responsibility:**

To ensure the school site is secure and that the buildings and grounds are maintained, clean and equipment well maintained. To supervise cleaning staff within the school to ensure a high standard of cleanliness is maintained.

**Job Description**

Key Duties

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. Act as the designated key holder for the school premises.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
5. Arrange emergency repairs.
6. Arrange regular maintenance and safety checks.
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
8. Monitor consumables and stock and/order supplies.
9. To carry out substantial cleaning duties of a designated area/areas within school.
10. To supervise and monitor the cleaner’s work and organise rotas to ensure cleaning standards are delivered to a high standard.
11. Undertake general portage duties, including moving furniture and equipment within the school.
12. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
13. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
14. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment when required.
15. Facilitate lettings and carry out associated tasks, in line with local agreements.
16. Handle small amounts of cash for the purchase of materials to carry out repairs.
17. Basic grounds maintenance – snow clearing, salting during adverse weather, litter picking, bin emptying.

**Additional Notes**

The Post holder may undertake any other duties that are commensurate with the post.

The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

Signed: …………………………………………………………..

Name: ……………………………………………………………

Date: ……………………………………………