**St Thomas More School - Job Description – Caretaker**

The basic hours are 37 per week (split shifts), to be agreed with the Headteacher.

Monday – Thursday 6.30am – 10am and 2.30pm – 6.30pm,

Friday 6.30am – 10am and 2.30pm – 6pm.

**Duties:**

1. To carry out the general functions as specified in the Caretaking Staff Handbook.
2. To monitor the quality of work carried out by the cleaner, and report to the Headteacher or Deputy Headteacher any problems relating to the cleanliness of those areas which are their responsibility.
3. To advise the Headteacher or Deputy Headteacher as need arises for repairs and maintenance to the premises and furnishings, to ensure safe conditions at all times.
4. To undertake minor repairs and routine maintenance, some of which may involve the use of ladders to gain access to the flat roofs outside, and the ceilings inside, the building.
5. To undertake the moving of furniture and other equipment as required by the school. To assist firms delivering items to the school.
6. To clean those areas of the school, inside and out, which are not the cleaners’ responsibility. To remove litter, leaves, broken glass, snow etc. as necessary, and carry out any cleaning required on an emergency basis.
7. To undertake areas of grounds maintenance, e.g. removing leaves, as and when needed/necessary in negotiation with the Headteacher.
8. Read all meters weekly and record consumption (water, gas, electricity).
9. To undertake such other duties as may reasonably be allocated from time to time.
10. Cleaning duties:

* empty bins
* hoover
* sweep and polish hall floors.

**Specific Duties**

1. **Security of Premises**

**Daily (am)**

Check buildings and grounds for damage and vandalism, make safe any damage, and report any incidents to the Headteacher/Deputy Headteacher.

**Daily (pm)**

Check windows and close. Check lights/heaters switched off.

Set intruder system.

Lock external doors to buildings.

Ensure security of the keys to the premises.

Notify police of any breaches in security and attend to the problem as the situation dictates.

1. **Heating**

* Ensure adequate heating during the standard heating season, 1st October to 31st March, and at other times when temperatures fall below statutory limits and as deemed by the Headteacher/Deputy Headteacher.
* All heating systems should be maintained in accordance with the manufacturers’ instructions and those of the Property Services Department Maintenance Officer. The importance of regular routine servicing with full regard to safety requirements is stressed. Frost precautions must also be observed.
* Remove debris and vacuum filters of any fan convector units twice per heating session.
* Report cases of overheating, plant failure, leaking valves, radiators and water pipes and energy waste to the Headteacher/Deputy Headteacher. In cases of emergency call out the service contractor.
* Keep boiler houses tidy and free of all combustible ‘foreign’ materials. Installations must be swept down and/or vacuumed at regular weekly intervals.
* Check plant ventilation is not obstructed.

1. **Electrical**

* Replace light bulbs, tubes, starter motors and clean and/or replace light fittings.
* Visually check plugs, fuses and wiring on electrical appliances as required.
* Fit and/or refit 3-pin plugs where necessary.
* Keep supply meter cupboards free of other equipment and obstructions.
* Report any major electrical faults to Headteacher/Deputy Headteacher.

1. **Building and Equipment Maintenance**

As required:

* Unblock sinks, hand washbasins, toilets and waste taps.
* Replace tap washers, check and adjust ballcocks.
* Lubricate door and window furniture.
* Fit and refit coat hooks, shelves, display boards and notice boards.
* Maintain and repair curtain fittings.
* Carry out minor plumbing repairs.
* Make safe broken windows by effecting boarding up and arrange for replacement.

Undertake areas of painting when needed/necessary in negotiation with the Headteacher.

Order cleaning and toiletry resources.

Remove or paint out all forms of graffiti, as necessary.

1. **Outside Duties**

* Gather litter, transport to point of disposal and empty external litter bins daily.
* Clear leaves from hard surface areas and from the footings of buildings.
* Remove herbage from hard surface areas and from the footings of buildings.
* Treat pathways and steps with rock salt or clear during periods of inclement weather, ie ice and snow, so as to create a pathway from the perimeter of the site to the main entrance of the premises.
* Unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect.
* Tidy dustbin areas daily.

1. **Porterage Duties**

* Receive inward delivered goods and assist with unloading.
* Distribute and relocate equipment and furniture, as required.

1. **Supervision of Other Contractors**

Liaise with and supervise, where directed, site contractors involved with:

* Buildings repair and construction.
* Heating and engineering repairs.
* Equipment repairs.
* Grounds maintenance.
* Other contractual services.

1. **General**

Report daily to Headteacher/Deputy Headteacher or Office Manager.

Check dispensers, holders etc. and replenish soaps, toilet rolls and paper towels as necessary.

Check fire equipment and take part in any Fire Drill.