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| Post Title  **For April 2017** | School Caretaker  **Ramshaw Primary School** |
| Postholder reports to | Head Teacher/Deputy Head Teacher |
| Hours | 22.5 hours per week  Split Shift to include hours between Monday - Friday  6:30 am – 8:30am  3:30 pm – 6:00 pm |
| Generic responsibilities | * + Maintain personal expertise and be a role model of good practice   + Contribute to positive whole school ethos |
| Responsibilities  specific to post | * To lock /unlock school buildings and areas when required ensuring site is accessible when needed and secured correctly, following appropriate procedures, when not in use. * To undertake regular security checks to identify security risks and carry out site inspections to ascertain maintenance requirements and report findings to the appropriate member of staff to ensure appropriate action can be undertaken. * To monitor fire safety equipment and carry out fire drills to ensure health and safety regulations are complied with and both staff and pupils are aware of fire drill procedures in the event of an actual fire incident. * To operate and respond to alarm systems where appropriate to ensure safety and wellbeing of staff, pupils and visitors etc. * Monitor Early Years Areas and equipment for tidiness and safe use on a daily basis * To prepare rooms for school/community use of building when required ensuring specified requirements are met. * To provide an emergency access to the school site when required. * To operate and maintain heating and lighting systems to ensure systems are effective and efficient and appropriate to needs. * Oversee and monitor the electrical testing of portable electrical appliances and maintain the required records to ensure compliance with health and safety regulations * To collect and assemble waste for removal to ensure standards of health and hygiene are maintained. * Undertake emergency cleaning duties i.e. graffiti removal, litter picking etc when necessary to ensure the school is maintained to a high standard. * Co-ordinate deliveries to the school, ensuring that all documentation is processed and passed on to appropriate member of staff to ensure efficient running of operation. * To ensure all areas are kept clean, free of litter and weeds and paths gritted or salted when applicable to ensure the environment is safe for use. * Role requires working with a team. * Ability to present oneself as a role model to pupils in speech, behaviour and attitude. * To attend any training courses relevant to the post, ensuring continual personal and professional development. * Maintain accident records as required. * The Post holder may undertake any other duties that are commensurate with the post. |