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| Broom Cottages Primary and Nursery School  Caretaker  Job Description | Broom Logo 2 |

**Responsible to :-** Headteacher

**Times:**

Monday to Thursday 7.00am to 3.00pm

Friday 7am to 2.30pm

Half an hour for lunch

Hours alter during school holidays.

Variations to these times may be necessary on certain occasions e.g. when meetings, building work, functions etc. are held at the school. Also during out of hours call outs.

**Holidays:**

There will be an entitlement to 26 days per year annual leave for employees with less than 5 years service (rising to 31 days per year for employees with over 5 years service).

**Main Job Purpose**

To carry out a full range of duties to provide for high standards of cleanliness and general security and maintenance of school premises. To include handyperson activities and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Headteacher or other nominated person.

All staff are subject to the conditions of employment and Code of Conduct set out by Durham County Council. In addition you will be required to fulfil any reasonable requests from the Headteacher or their representative.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities and Racial Equality policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent way.

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

**Main Responsibilites**

1. To be the main designated key holder for the school premises including during out of school hours and taking remedial action as required and ensure that building and the site are secure.

2. To be responsible for locking and unlocking school premises outside or in normal school hours and for setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures. You may be called out at unsociable hours and/or weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on site in the school holidays or weekends.

3. To undertake regular checks on alarm systems, fire extinguishers, heating, cooling and security systems (including CCTV) and report any problems arising.

4. To arrange regular maintenance and safety checks to include indoor and outdoor equipment (including play equipment)

5. To identify and report building, furnishing or fitting deficiencies to the Headteacher and to undertake any remedial action. This may involve obtaining quotes or arranging emergency repairs for external contractors.

6. To undertake a range of handy persons duties as directed by the Headteacher to contribute to the maintenance of the school premises, e.g. painting and decorating, repairs to fittings and small scale improvements, fitting shelves or noticeboards, changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris – excluding contractor debris, repairing school furniture as required, erection of shelving, notice / display boards, hanging of pictures (please note that this list are examples only, and is not exhaustive).

7. Ensuring that the school swimming pool and pool building is correctly heated, treated and cleaned.

8. To escort contractors to site of repairs and maintenance and when appropriate monitor the safety of their working practices/quality of work and ensure work is completed to the required standards and within required timescales.

9. To ensure that adequate supplies of fuel and water are available at all times.

10. To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required.

11. To monitor usage of fuel, electricity, water and take meter readings as required.

12. To be responsible for general tidiness and safety of the outside areas; to keep surface drains free of obstruction, checking fence railings, to ensure pedestrian access and parent, pupil and staff safety in periods of severe weather conditions, treating main entrances, paths, steps, car park and yard areas with salt/grit as appropriate. Maintenance of outside areas of the school grounds includes but is not restricted to ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting, replacement of cracked paving stones.

13. To maintain staff and pupil cloakroom and toilet facilities in working order and ensure that appropriate supplies of consumable are available. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets.

14. To set out/put away furniture for school events and undertake general porterage as required by the Head Teacher. Ensuring the school clocks are set to the correct time.

15. To make appropriate arrangements for the collection of school waste.

16. Regular cleaning of designated areas of the school building and grounds according to instructions in a safe manner.

17. Monitor the work of and manage cleaning staff by ensuring that work is carried out to the recognised satisfactory standard and at the frequency laid down by the employing authority whilst ensuring all work is carried out in a safe manner.

18. Cleaning up of vomit and other bodily fluids in line with the relevant risk assessment.

19. To facilitate any lettings and carry out associated tasks in line with local agreements.

20. Maintaining the boiler house and plant in a clean and tidy order and ensuring clear access to all service isolators (gas, electricity and water).

21. Removal of weeds from paved and tarmac areas and removal of rubbish from all areas surrounding the school. Ensuring that all play areas are safe for pupils use, minimising the dispersal of rubbish around the grounds by ensuring that litter bins are emptied when necessary. General gardening duties.

21. Maintaining the Caretaker’s office and storage areas in a clean and tidy condition.

22. Ensuring external rubbish is stored appropriately.

23. The switching off of all lights and appropriate sockets.

24. Carry out Legionella testing.

25. Routinely clean lamp shades and light diffusers at the appropriate height.

26. Test fire alarms and emergency lighting weekly and monthly and maintain the register.

27. Daily check of rooves for pooling, loose material and plant growth etc.

28. Conveying post and parcels to and from the point of distribution.

29. Assist with operation and maintenance of the heating system to ensure a warm and comfortable environment is provided for staff and pupils and also with consideration to energy conservation, adjusting heating levels according to seasons and holiday periods.

30. Cleaning of convector heaters.

**Health and Safety**

* Comply with the requirements of the Health and Safety at Work Regulations
* Take reasonable care for the Health and Safety of yourself and others
* Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
* To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head

Teacher or other nominated person.

* Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with Fire Safety Regulations) and equipment.
* You will be provided with personal protective equipment e.g. high visability jacket, trousers, polo shirts and rubber gloves etc. These items must be worn for your protection. You will be responsible for laundering and repair etc. and the School Business Manager will decide when these items need replacing.

**Resources**

Ensure the operation and maintenance of specialised equipment following training if required. Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (eg buffing machine) and some chemicals will be used on a regular basis. Basic understanding of the operation of the schools alarm system and heating system will be required. Training will be arranged as necessary.

**Knowledge and Skills**

Willingness to undertake training.

**Supervision and Management**

The post holder will often be required to work without direct supervision i.e. during school holidays and follow ‘lone working’ guidelines.

**Key Contact and Relationships**

Daily contact with the Headteacher or other nominated staff and cleaners. General contact with other school staff and suppliers.

The caretaker is expected to attend any training/meetings required in order to satisfactorily carry out any of the above requirements.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

**Emergencies**

* Providing a safe access to the school and the classrooms etc. where required in the event of snow, ice and minor flooding or similar emergencies.
* Carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of the first aid equipment and facilities.

**Safeguarding**

The school is committed to safeguarding and protecting the welfare of children and young people and expects that all staff share this commitment. An enhanced DBS check will need to be returned prior to commencement of employment.