

## **Job Description for School Caretaker**

**School:** Corpus Christi Primary School  
**Post:** School Caretaker – Fulltime 37 hours per week  
**Grade:** D £16,781-£17,072  
**Responsible to:** Headteacher / School Business Manager

### **General description of post:**

Under the direction of the Headteacher / School Business Manager the post holder will be responsible for duties covering security, heating, lighting and (as directed) the cleaning of premises, for portage, minor repairs and maintenance, and general duties of this kind associated with the support of the premises for the purpose for which these are designated. Working hours may be subject to variation and call-out at weekends and unsocial hours will be necessary from time to time.

### **Outline of duties:**

1. To attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In this connection, the school caretaker may be called out in unsocial hours or at weekends to deal with security problems.
2. To be responsible for opening and closing of the gates at the designated times during the day. Access only allowed for staff whilst these restrictions are in place.
3. To meet and attend to all contractors visiting or working on the site ensuring the asbestos register is viewed and signed by contractor before commencement of works.
4. To carry out errands as directed by the Headteacher or School Business Manager
5. To provide a portage service on the site.
6. Distribution of fruit to all classes.
7. To oversee, as instructed, the efficient working of heating plant and lighting.
8. To read meters as necessary and maintain approved records including any concerned with energy conservation matters.
9. To undertake specified indoor cleaning duties, including surfaces of windows and sills up to 335cm from floor level.
10. To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds. Including general gardening, weeding and cleaning of external windows.
11. To note and report as necessary on matters affecting the health and safety of persons on the site.
12. To undertake repairs and maintenance of furnishings and buildings as agreed with the Headteacher or School Business Manager.
13. To keep paths, access points and entrances free of moss, snow and ice to ensure safe passage.
14. To maintain a record of works and directed work.
15. Periodically, to clean lamp shades and light diffusers, taking account of instructions given on cleaning at heights.
16. The reporting of defects in buildings, furniture, fittings and plan as required by regulations or the instructions of the Headteacher or School Business Manager.
17. The replenishing of soap, towels, toilet paper to all lavatories on the site as necessary.
18. To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the school caretaker), in accordance with procedures.
19. With regard to lettings, to carry out security duties and associated cleaning when required.
20. To be prepared to work to a flexible timetable in the school holidays to allow for contractors and lettings.
21. Car park to be kept clear from glass, debris and litter.
22. Refuse – empty playground bins, whole school bags at the end of the school day into the bins.
23. Deliveries - ensure vehicles are adequately supervised whilst deliveries are being made. Check and deliver to the appropriate recipient. To remove any large refuse discarded during the day from offices, corridors and classrooms.
24. Cloakrooms and corridors are checked at the end of every playtime/lunchtime to ensure no coats/bags etc. are causing an obstructions and floor areas and emergency exits are clear.
25. H&S monitoring: -
  - Legionella – Weekly flushing of the showers and record keeping.
  - Fire – weekly/monthly checks on all call points, emergency lighting, emergency door checks, record keeping. Facilitate fire drills.
  - Asbestos – ensuring contractors read and sign the asbestos register prior to commencing any work.
  - Perform duties in line with H&S regulations (COSHH) and take action where hazards are identified to the Headteacher or School Business Manager.

Daily / weekly playground equipment inspections ensuring the equipment is safe for use by pupils and reporting any issues to SBM.

26. Toilets to be checked and cleaned periodically during the day especially after break times.
27. General tidiness, safety of the school grounds/fields. Litter picking, weeding, leaves, dog excrement, wasps etc.
28. Furniture and resources to be set out and put away as and when required.
29. Store cupboards – ensuring these are kept clear and tidy and overall good housekeeping.
30. Handyman duties – responsible for ensuring repairs and maintenance duties are undertaken such as painting, repairs & maintenance of fixtures and fittings, erecting shelves and notice boards, simple plumbing repairs. To ensure premises and fittings are safe and fit for purpose.
31. Garden area to be clear from litter. Area to be maintained and free from weeds in the paths/planters and bedding areas.
32. Pruning of small shrubs and bushes which may cause injury.
33. Provide monthly utility meter readings
34. In respect of contract cleaning:
  - a. Making known to the Headteacher deficiencies in the service.
  - b. Providing access to the premises to the contract cleaners within approved times.
  - c. Emergency cleaning in critical areas (e.g., toilets), as directed by the Headteacher / SBM
35. To attend any training courses relevant to the post ensuring continual personal and professional development.
36. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.