

Headteacher: Mrs J L Proud

**Chester-le-Street CE Primary School**

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**Caretaker - Job Description**

**These are the main duties and responsibilities needed to achieve the job purpose.**

**Job purpose:**

To be responsible for the security, maintenance and cleaning of the school. To uphold the Christian values of the school.

**Key duties:**

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required. Report findings to the appropriate member of the leadership team and ensure appropriate action is undertaken.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. Procure quotes for routine maintenance work on school premises.
4. Contribute to the management of the premises budget.
5. The role requires working as part of a team. Be responsible for other site staff including cleaning staff and grounds persons. Have the ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
6. Operate and regularly check systems such as heating, cooling, lighting, Fire Alarm and security (including CCTV and alarms).
7. To be responsible for the operation of a planned preventative maintenance programme and ensure routine maintenance inspections of buildings, fittings, fixtures, premises and grounds are carried out to identify areas requiring maintenance and repair to ensure work can be carried out efficiently.
8. Operate and respond to alarm systems as appropriate and check that alarm systems are working correctly to meet with Health and safety regulations and procedures.
9. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site such as painting and repairing/maintaining fixtures and fittings, erecting shelves etc. to ensure premises and fittings are safe and fit for purpose internally and externally.
10. Arrange emergency repairs.
11. To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc. to ensure sanitary facilities are in good working order.
12. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
13. Oversee emergency cleaning duties i.e. cleaning of bodily fluids, graffiti removal etc. when necessary to ensure the school is maintained to a high standard.
14. Oversee and monitor the safety testing of portable electrical appliances and the annual fire equipment testing. Maintain accurate and up to date records to meet with regulations and procedures.
15. Monitor consumables and stock and/order supplies.
16. Undertake general portage duties, including moving furniture and equipment within the school and working at height following appropriate training.
17. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
18. 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 and complete paperwork.
19. 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.
20. To support the Headteacher with the Annual Health and Safety Audit Risk Assessment and complete paperwork.
21. To attend any training courses relevant to the post, ensuring continual personal and professional development.
22. The Post holder may undertake any other duties that are commensurate with the post.

Individuals in this role may also:

1. Provide training on health and safety issues to other premises staff.
2. Facilitate lettings and carry out associated tasks, in line with local agreements.
3. Handle small amounts of cash for the purchase of materials to carry out repairs.