**Coxhoe Primary School**

**Job Description – Caretaker/Handyperson**

Salary Scale – Grade 3 SCP 12-16 £17,173 - £18,319

Hours – 37 per week

Split shifts Monday – Friday 7:00am – 10:30 am (10am Friday) and 2.30pm – 6.30pm

**Main purpose of the job**

* To carry out the general functions as specified in this job description and also any other duties commensurate to the post.
* To work alongside the cleaning staff to ensure that the school premises are cleaned in accordance with the cleaning specification. Monitor the quality of work carried out by the cleaners, and report to school management regarding any problems relating to the cleanliness of those areas which are their responsibility.
* To advise the school management as need arises for repairs and maintenance to the premises and furnishings, to ensure safe conditions at all times.
* To ensure the general security and safety of the school’s premises and grounds.
* To carry out first line repairs and maintenance, some of which may involve the use of ladders to gain access to the flat roofs outside, and the ceilings inside, the building.

**Specific Duties**

1. **Security of Premises**
   1. Daily locking/unlocking of school buildings and grounds as required. Ensure the site is secured when

not in use.

* 1. Daily setting/disarming of the alarm system.
  2. To be a named key holder for the alarm system and attend callouts when required.
  3. In emergencies, securing the premises e.g. boarding up windows etc., liaising with police and requesting necessary repairs.
  4. Check the building and grounds for damage and vandalism, make safe any damage and report any incidents to school management.

1. **Cleaning**
   1. Undertake regular cleaning of designated areas of the school and grounds and manage, supervise and monitor the work of the cleaning team
   2. Ensure that the caretaking/cleaning storage areas are kept clean and tidy.
   3. Maintain high standards of cleanliness and hygiene throughout the premises.
   4. Replenish stocks of cleaning materials, soap, paper towels etc as necessary.
   5. Maintain adequate stocks of caretaking and cleaning supplies and reorder as necessary in accordance with school procedures
   6. Store and utilise all cleaning materials in line with COSHH regulations.
   7. Remove litter and graffiti from both inside and outside the buildings.
   8. To make appropriate arrangements for the collection of school waste.
   9. Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.
2. **Heating**
   1. 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 school management.

* 1. All heating systems should be maintained in accordance with the manufacturers’ instructions and those of the DCC Building & maintenance. The importance of regular routine servicing with full

regard to safety requirements is stressed. Frost precautions must also be observed.

* 1. Cleaning vacuum filters of convector units monthly/as required.
  2. Report cases of overheating, plant failure, leaking valves, radiators and water pipes and energy waste to the school management. In cases of emergency call out the service contract provider.
  3. Keep boiler houses tidy and free of all combustible ‘foreign’ materials. Installations must be swept down and/or vacuumed at regular weekly intervals.
  4. Check plant ventilation is not obstructed.
  5. Carry out frost/holiday procedures as necessary.

1. **Electrical**
   1. Replace light bulbs, tubes, starter motors and clean and/or replace light fittings.
   2. Visually check plugs, fuses and wiring on electrical appliances as required.
   3. Fit and/or refit 3-pin plugs where necessary.
   4. Keep supply meter cupboards free of other equipment and obstructions.

4.5 Report any major electrical faults to school management.

4.6 Carry out regular checks as required e.g. fire, emergency assistance alarms, emergency lighting etc.

1. **Health and Safety**

5.1 Checking premises and equipment daily for damage/wear and tear, reporting to school management.

5.2 Ensure electrical equipment is switched off before locking up as required.

5.3 Ensuring safe storage of equipment and materials.

5.4 Ensuring that protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with Health and Safety requirements.

5.5 Attendance at appropriate Health and Safety training course when required.

5.6 Snow clearing and gritting of paths etc. as required.

5.7 Check fire equipment; carry out weekly testing of fire alarms and take part in fire drills.

5.8 Undertake regular health and safety checks of the buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.

5.9 Carry out premises inspections with the school management and governors from the Finance/Premises Committee.

5.10 Work with the school management to ensure relevant risk assessments for the buildings and COSHH

updated as required.

5.11 Provide training on health and safety issues to other premises staff where appropriate.

5.12 To comply with the requirements of the Health & Safety at Work Regulations.

5.13 To be aware of and adhere to other applicable rules, regulations, legislation, procedures and policies e.g. School’s Code of Conduct, COSHH, Safeguarding, data protection etc.

1. **General Maintenance**

6.1 Carry out repairs and maintenance and minor alterations and improvements which are not beyond the scope of a competent DIY person.

6.2 Undertake areas of painting when needed/necessary in negotiation with the school management.

6.3 To share responsibility for monitoring the state of furniture throughout the school and undertake

minor repairs.

6.4 To ensure all cleaning and caretaking equipment is in a safe and working condition.

1. **Outside Duties**
   1. Ensure that the site is kept tidy throughout the year, including hard play areas, paths and parking areas are free from litter, glass, leaves, weeds and excrement.
   2. Carry out regular inspections of the playing fields, play grounds and tyre park, outdoor play

equipment, ensuring they are safe for use by pupils and reporting any issues to school management.

* 1. Sweeping pathways around the school.
  2. Carry out minor gardening duties as required
  3. Remove weeds from hard surface areas and from the footings of buildings.
  4. Treat pathways and steps with rock salt or clear during periods of inclement weather, i.e. ice and snow, so as to create a pathway from the perimeter of the site to the main entrance of the premises, in accordance with school policy.
  5. Unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect.
  6. Tidy dustbin areas daily.
  7. Remove or paint out all forms of graffiti as necessary.

1. **Porterage Duties**

8.1 Moving of furniture and other equipment around the school premises as required.

8.2 Receive inward delivered goods and assist with unloading/storing as required.

8.3 Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs, tables etc. and ensuring fire exits are clear.

1. **Supervisory Duties**

9.1 Supervision of all cleaning staff and monitoring the standards achieved by Cleaners to ensure safe working routines and maintenance of standards. Report any problems to the school management.

9.2 Work as part of a team with the cleaners and lead by example.

9.3 Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.

**10 Administration**

10.1 Procure quotes for routine maintenance work on school premises.

* 1. Read all meters weekly and record consumption (water, gas, electricity).
  2. Respond to invoice payments requests via direct link

**11 Resources**

* 1. Ensure the operation and maintenance of specialised equipment, following training if required
  2. Use power tools for appropriate repair and maintenance tasks

11.3 Use of cleaning equipment and some chemicals on a regular basis

1. **Miscellaneous**
   1. To work without direct supervision (e.g. during school holidays) and follow ‘lone working’ guidelines.
   2. To maintain confidentiality at all times.
   3. To take part in performance management arrangements
   4. To be willing to undertaking training as appropriate.
   5. To carry out risk assessments, where required, in line with these duties.

12.6 To undertake any other duties of a similar level and responsibility as may be required.

**Key Contact and Relationships**

Daily contact with the Head Teacher 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.

Holidays to be arranged by negotiation with school management to minimise disruption.