



Bensham Grove Community Nursery School

Job Description

Post:	Caretaker
Grade:	Local Government Services Pay Scale Grade C Pro Rata 15 hpw £17,007 - £17,391
Group:	Learning & Culture
Location:	Bensham Grove Nursery School
Service:	Schools
Line Manager:	Head Teacher

Responsible to: **Headteacher**

To be responsible for the security of the school and its contents, the lighting and heating, portorage and handyperson duties, and for cleaning a specific area of the school

Professional Duties:

The duties of the post will be allocated by the Head Teacher and will include:-

1. To be responsible for opening premises, ensuring the premises are secured with all alarms set properly after use, and to undertake key-holder responsibilities.
2. To independently maintain all statutory and expected non-statutory paperwork to a high professional standard.
3. To action to ensure that the lighting and heating systems throughout the premises are operating effectively and safely.
4. To undertake the cleaning of a specified part of the premises including, if required, after lettings.
5. To move and assist in moving furniture, equipment and materials around the premises including, if required before and after lettings.
6. To undertake handyperson duties as required by the Head Teacher and negotiated with the caretaker as being reasonable, in that the caretaker is competent and skilled enough to carry out the task in hand.
7. To secure action to secure the premises after break-ins, vandalism and weather damage. Clear up or arrange cleaning assistance to clear up the effects of damage.
8. To act on reports of building defects.
9. To take delivery of goods and materials.
10. To ensure all hard surface areas and paths are free from litter and snow, all gullies and drains are free flowing, and conduct basic safety and/or hygiene tests.
11. Such other responsibilities allocated appropriate to the grade of the post as directed by the Headteacher.

