**The Federation of Our Lady Queen of Martyrs, Esh Winning**

**& St Joseph’s, Ushaw Moor RC Primary Schools**

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*Living, loving and learning together, with our eyes focused on Jesus.*

**Job Description**

**Caretaker – Grade 2**

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| **Scale** | **Grade 2, Spinal Point 10-13** |
| **Hours** | **37 hours per week** |
| **Work Pattern** | **Split Shifts Term Time: 6:30am-10:30am (10am on a Friday) & 2:30pm-6pm****School holiday hours: 8am-4pm (1/2 hr lunch)** |
| **Post Title** | **Caretaker** |
| **Responsible to** | **Head Teacher** |

**Main Purpose of the Job**

* Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
* Act as the designated key holder for the school premises
* Undertake minor repairs and maintenance of the buildings and site, including painting and decorating
* Arrange emergency repairs
* Monitor consumables and stock and inform School Business Manager of shortages
* Undertake general porterage duties, including moving furniture, deliveries and equipment within the school
* Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
* 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
* Clean identified areas daily, internal and external

**Specific Duties**

1. **Security of Premises**
	* Daily locking/unlocking of gates, doors, windows
	* Daily setting/disarming of the alarm system
	* To be a named key holder for the alarm system and attend callouts when required
	* In emergencies, securing the premises e.g. boarding up windows etc, liaising with police and requesting necessary repairs
	* Ensuring the security of the premises if they are used after hours
	* Check the building and grounds for damage and vandalism, make safe any damage and report any incidents to the Headteacher/School Business Manager
2. **Cleaning**
	* To regularly clean designated areas in the school in accordance with the cleaning specification
3. **Heating**
	* Operate the heating plant to maintain the required temperature in the school and ensure that an adequate supply of hot water is available on a daily basis
	* All heating systems should be maintained in accordance with the manufacturers’ instructions and those of the Property Services Department Maintenance Officer. Report any issues to School Business Manager / Head Teacher
	* Keep boiler houses tidy and free of all combustible and foreign materials.
	* Carry out frost/holiday procedures as necessary
4. **Electrical**
	* Replace light bulbs, tubes, starter motors and clean and/or replace light fittings
	* Report any major electrical faults to School Business Manager / Head Teacher
5. **Health and Safety**
	* Checking premises and equipment daily for damage/wear and tear, reporting to School Business Manager / Head Teacher
	* Ensure electrical equipment is switched off before locking up
	* Ensuring safe storage of equipment and materials
	* Ensuring that safe methods of work are adopted in line with Health and Safety requirements
	* Attendance at appropriate Health and Safety training course when required
	* Snow clearing and gritting of paths etc. as required
	* Carry out weekly testing of fire alarms and take part in fire drills
	* Arrange regular maintenance and safety checks to include indoor and outdoor equipment (including play equipment)
	* Ensure safe storage and handling of chemicals in line with COSHH regulation
6. **General Duties**
	* Carry out repairs and maintenance which are not beyond the scope of a competent DIY person
	* Carry out minor gardening duties as required.
	* Undertake areas of painting when needed/necessary in negotiation with School Business Manager / Head Teacher
	* Ensure that all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement
	* Carry out daily inspections of the playing fields and play grounds, ensuring they are safe for use by pupils and reporting any issues to School Business Manager / Head Teacher
	* Sweeping pathways around the school
	* Unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect
	* Tidy dustbin areas daily and empty as required
* Check dispensers, holders etc. and replenish liquid or bar soaps, toilet rolls, paper towels and personal hygiene requirements as necessary
* Collect and assemble waste for collection
* Such other duties as may be allocated from time to time commensurate with the grade
* Facilitate lettings and carry out associated tasks in line with local agreements
1. **Porterage Duties**
* Moving of furniture and other equipment around the school premises as required
* Receive inward delivered goods and assist with unloading/storing as required
* 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**
* Monitoring the standards achieved by cleaners to ensure safe working routines and maintenance of standards. Report any problems to Line Manager
* Work as part of a team with the cleaner(s) and lead by example

**9 Administration**

* Read all meters weekly and record consumption (water, gas, electricity)
* Ensure logs and records are kept up to date

**Head Teacher:**

**Post Holder:**

**Date:**