

**School Caretaker**

**Working Pattern:** Permanent – whole time not a term time only role

**Salary:**  Grade 2

**Hours Per Week:** 37 hours

**Working Times:** Monday to Friday – split shift times

6.30am–10.00am & 2.30pm–6.30pm (6pm on Friday)

**Responsible to:** Headteacher

**Main Job Purpose**

To carry out the full range of caretaking duties to provide high standards of cleanliness, security and maintenance of the school premises and grounds.

**Main Responsibilities**

1. To be a designated key holder for the school premises including during out of school hours, taking remedial action as required and to ensure that the building and the site are safe and secure at all times.

2. To be responsible for locking and unlocking school premises outside or in normal school hours and for setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.

3. To undertake regular testing and inspection checks to ensure necessary statutory requirements are met and report any problems arising to the Headteacher.

4. To arrange regular maintenance and safety checks to include indoor and outdoor equipment.

5. To identify and report building, furnishing or fitting issues to the Headteacher and to undertake any remedial action required.

6. To undertake a range of repair/maintenance duties as directed by the Headteacher to contribute to the upkeep of the school premises, e.g. remedial painting and decorating, repairs to fittings and small scale improvements, fitting shelves or noticeboards etc.

7. To escort contractors to site of repairs and maintenance and when appropriate monitor the safety of their working practices/quality of work and ensure work is completed to the required standards and within required timescales.

8. To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required.

9. To be responsible for general tidiness and safety of the outside areas; to keep surface drains free of obstruction, to ensure pedestrian access and parent, pupil and staff safety in periods of severe weather conditions, treating main entrances, paths, car park and yard areas with salt/grit as appropriate.

10. To maintain staff and pupil cloakroom and toilet facilities in working order and ensure that appropriate supplies of consumable are available. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets.

11. To be responsible for ensuring that the school is clean, tidy and hygienic by undertaking specific cleaning duties in designated areas in accordance with the cleaning instructions and the supervision of the directly employed premises staff, ensuring work is carried out thoroughly, methodically and to required standards.

12. To set out/put away furniture for school events and undertake general porterage as required by the Headteacher.

13. To make appropriate arrangements for the collection of school waste.

14. To facilitate any lettings and carry out associated tasks in line with local agreements.

**Health and Safety**

* Comply with the requirements of the Health and Safety at Work Regulations
* Take reasonable care for the Health and Safety of yourself and others
* Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
* To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Headteacher or other nominated person.
* Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with Fire Safety Regulations) and equipment.

**Safeguarding**

* To comply with all Safeguarding policies and procedures of the school and to present as a positive role model to pupils

**Resources**

Ensure the operation and maintenance of specialised equipment following training if required. Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment and some chemicals will be used on a regular basis. Basic understanding of the operation of the schools alarm system and heating system will be required. Training will be arranged as necessary.

**Knowledge and Skills**

To be able to complete routine reports and paperwork. Willingness to undertake training and attend courses.

**Supervision and Management**

The post holder will often be required to work without direct supervision i.e. during school holidays and follow ‘lone working’ guidelines. The post holder will supervise the work of cleaning staff.

**Key Contact and Relationships**

Daily contact with the Headteacher 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.