

JOB DESCRIPTION - School Caretaker

Grade: C

Responsible to: The Head Teacher

Hours of Duty: 37 hours per week determined by the Head Teacher.

Duties & Responsibilities:

The Caretaker is responsible to the Head Teacher for carrying out the following duties:

1. Responsible for the security of the premises and their contents including custody of the keys and operation of alarm systems and take whatever independent action is deemed necessary following a break-in. The routine and non-routine opening of the premises and grounds.
2. Providing access to the school in the event of snow or minor flooding or similar situations, including the gritting of external surfaces to address slipping hazards.
3. Ensuring that the premises and its furnishings within the designated area of responsibility are cleaned and made safe according to the Authority's standards and methods.
4. Ensuring that the school grounds are clear of litter, leaves or other hazards to the health and safety of children, staff, parents and visitors to the school.
5. Ensuring that all drains and gullies are free flowing and clean.
6. Carrying out routine procedures or inspections of ancillary equipment such as checking automatic pumps, heating controls etc. and reporting to the Head Teacher any concerns to allow further specialist checks to be carried out.
7. Operating the heating plant so that certain temperatures are maintained in the school and that an adequate supply of hot water is available.
8. Carrying out frost precaution procedures.
9. Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
10. Undertaking monthly water hygiene temperature monitoring checks and recording in the logbook.
11. Carrying out weekly fire alarm and monthly emergency lighting checks (where appropriate) and recording in the logbook.
12. Carry out a monthly visual inspection to check that fire extinguishers are in place and have not been tampered with – record in Fire Log Book.
13. Carrying out daily visual checks of playground, play fields, playground play equipment and classrooms.

14. Carrying out minor and temporary repairs and act as 'handyperson' around the school in accordance with the Asbestos Management Plan (see Section 6 – Health and Safety “Asbestos Management Plan”).
15. Dealing with enquiries from school staff, employees of the LEA, workmen and contractors and members of the public, and where necessary referring the enquirer to the Head Teacher.
16. Notifying the School of any repairs or maintenance work required at the premises, which are beyond the competence of the caretaking staff. Advising administrative staff of work that is required, assess priority and generate the necessary job orders. Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
17. Taking delivery of stores, materials and other goods, storing them appropriately and keeping records of stock. Ensuring that all caretaking equipment is in a safe and working condition.
18. Preventing trespass on the school premises or grounds and ensuring that unauthorised parking of vehicles does not occur.
19. Planning the work allocation of him/ herself and cleaners having regard to the needs of the school. Instructing the cleaners (if applicable) in some aspects of the work.
20. Preparing the lettings, clearing and cleaning up after these activities and preparing for normal school activities.
21. Making out weekly claims for caretaking fees and lettings. Making out forms for the requisition of stores. Dealing with instructions received concerning the letting of the school.
22. In conjunction with the head teacher be responsible for relating health and safety issues and support the Headteacher with the formulation of Risk Assessments.
23. Monitor and ensure external ground maintenance is to standard.
24. Ensure records are kept up to date including Health and Safety monitoring reports.
25. To ensure milk and fruit is distributed and disposed of appropriately.
26. Notifying the Head Teacher of any repairs or maintenance work required at the premises, which are beyond the competence him/ herself. Advising administrative staff of work that is required, assess priority and generate the necessary job orders. Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
27. To collect and dispose of all waste, refuse and surplus materials.
28. Dealing with enquiries from school staff, employees of the LEA, workmen and contractors and members of the public and where necessary referring the enquirer to the Head Teacher.

29. To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are checked regularly.
30. Undertake minor window cleaning as requested.