**Job Description: – Caretaker**

**Responsible to: - Headteacher**

The duties will be allocated by the Headteacher and will include:-

**Main Responsibility:**

To ensure the school site is safe and secure. That the buildings and grounds are maintained, clean and equipment is maintained to a high standard. To supervise cleaning staff within the school to ensure a high standard of cleanliness throughout is maintained at all times.

**Job Description**

1. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
2. Role requires working harmoniously within a team.
3. To attend any training courses relevant to the post.
4. Carry out substantial cleaning duties of designated areas within the school and grounds according to instructions.
5. Operate the use of domestic and industrial cleaning equipment and materials, following appropriate training.
6. Undertake specialised cleaning programmes during school closures or other designated periods.
7. To supervise the directly employed cleaning staff to ensure work is carried out thoroughly, methodically and to the required standard.
8. Refill and replace soap, towels and other consumables.
9. Act as a designated key holder, providing emergency access to the school site.
10. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
11. Liaise with police/other emergency services when necessary i.e. regarding vandalism to premises or attempted break in etc.
12. In the event of emergencies, temporarily secure premises e.g. board up broken windows etc and liaise with senior staff regarding callout procedures to ensure premises can be secured appropriately as quickly as possible.
13. Liaise with staff/agencies using the premises for out of hours activities to ensure premises are secured correctly after use.
14. Operate and maintain the heating system, to ensure a comfortable warm environment is provided.
15. Operate and respond to alarm systems as appropriate and check that alarm systems are working correctly to meet with Health and safety regulations and procedures.
16. Take metre reading when required and forward relevant data to the appropriate source.
17. Operation and maintain the lighting system, ensuring light bulbs are replaced when required.
18. Liaise with agencies responsible for safety testing eg Legionella, asbestos, portable appliance, fire equipment etc.
19. Oversee emergency cleaning duties i.e. graffiti removal.
20. To assist in the general maintenance of the school premises including painting, joinery etc, to contribute to the overall upkeep of the premises to the required standards.
21. To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc to ensure sanitary facilities are in good working order.
22. To undertake regular security/health and safety/maintenance inspections of buildings, fittings, fixtures and grounds to identify areas requiring maintenance and repair and issues are reported to the Headteacher.
23. To carry out porter duties such as moving furniture etc as required.
24. To carry out regular stock checks of consumables e.g. rock salt etc and to arrange for deliveries as appropriate.
25. To access property helpdesk database to raise orders.
26. To collect and assemble waste for removal to ensure standards of health and hygiene are maintained.
27. Regularly retrieve play equipment from inaccessible areas of school eg the roof
28. To ensure all areas are kept clean, free of litter and weeds and paths gritted (in accordance with the schools’ gritting policy) when applicable to ensure the environment is safe for use.
29. To prepare rooms for school/community use of building when required ensuring specified requirements are met.
30. Act as school contact in relation to premises related contractor.
31. Keep records relating to maintenance and security including Fire Log Book and Health and Safety Risk Register.
32. Receive deliveries to the school site.

**Additional Notes**

The Post holder may undertake any other duties that are commensurate with the post.

The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction