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| St Mary’s RCVA Primary School  Caretaker  Job Description |  |

**Responsible to: Head Teacher**

**Main Job Purpose**

To carry out a full range of duties to provide for high standards of cleanliness and general security and maintenance of school premises. To include handyperson activities and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Head Teacher / Deputy Head Teacher / Office Manager.

**Main Responsibilities**

1. To be the main designated key holder for the school premises including during out of school hours and taking remedial action as required and ensure that building and the site are secure.

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 checks on lighting, alarm systems, fire extinguishers, heating, cooling and security systems (including CCTV) and report any problems arising.

4. To arrange regular maintenance and safety checks to include indoor and outdoor equipment. (including play equipment)

5. To identify and report building, furnishing or fitting deficiencies to the Office Manager and to undertake any remedial action. This may involve obtaining quotes or arranging emergency repairs for external contractors.

6. To undertake a range of handy person’s duties as directed by the Head Teacher/Deputy Head Teacher/Office Manager to contribute to the maintenance 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 ensure that adequate supplies of fuel and water are available at all times.

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

10. To monitor usage of fuel, electricity, water and take meter readings as required and to report readings to the Office Manager.

11. To be responsible for general tidiness and safety of the outside areas (Weeding/Perimeter Checks/Leaf Clearing/Snow and Ice Treatment, etc); 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.

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

13. To set out/put away furniture for school events and undertake general portage as required by the Head Teacher / Deputy Head Teacher / Office Manager.

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

15. Regular cleaning of designated areas of the school building and grounds according to instructions. (Hall to be washed on a weekly basis / buffed monthly)

16. Monitor the work of and manage cleaning staff.

17. Handle small amounts of cash for the purchase of materials to carry out repairs.

18. 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 Head

Teacher or other nominated person.

* Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with Fire Safety Regulations) and equipment.

**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 (eg buffing machine) 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**

Willingness to undertake training.

**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. Holidays can be taken at the discretion of the Head Teacher / Deputy Head Teacher.

**Key Contact and Relationships**

Daily contact with the Head Teacher / Deputy Head Teacher / Office Manager 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.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher / Deputy Head Teacher / Office Manager.