

Job Description: Caretaker



Job Title: School Caretaker

Scale: NJC (Point 6)

Hours/week: 30

Job Purpose:

To provide for the efficient security, maintenance, safety and cleaning of the academy. Both inside the building and including the site at all times

Duties:

The Caretaker will:

- Apply all security procedures for the school's buildings and grounds in accordance with the specifications of the governing body.
- Arrange for both routine and non-routine opening and closing of the school's buildings and grounds;
- Portage of any items, resources and furniture as requested, inside the school and site.
- Ensure that the school's premises and furnishings are cleaned in accordance with the Governing body standards;
- Clean the Caretakers workshop and premises storage of cleaning materials as and when required to H&S specifications;
- Carry out minor or temporary repairs, as necessary and undertaking decorating joinery and plumbing within capabilities;
- Draw the attention of the Academy Business Manager or Principal to any necessary repair or maintenance work that is beyond the competence of the caretaking staff;
- Direct contractors and workmen including grounds staff, to repair or maintenance jobs, and inspect their work afterwards following on with checking the invoices with Academy Business Manager;
- Carry out duties in relation to Health & Safety and COSHH regulation within the remit of this role;
- To assist in the induction of new cleaning staff including their COSHH & in house H&S training.
- Monitor the cleaning work of the academy cleaning staff
- Ensure that cleaning equipment is in a safe and working condition.
- Test fire alarms at specified intervals, and maintain a log of outcomes;
- Respond to requests and enquiries raised by staff or members of the public regarding to the property and site.
- Ensure that the heating plant operates economically and efficiently, together with the hot-water system;
- Carry out frost-precaution procedures on walkways, playgrounds and car park.

- Order cleaning materials within a prescribed budget and identify in advance areas of major expenses e.g.; hoovers, electrical equipment. Ensure that adequate supplies of janitorial materials are available.
- Maintain the Caretakers defects reports file;
- Carry out emergency procedures in the event of a fire, flood, break-in, accident or major damage and furtherance of this duty, to be aware of the situation of the water and gas mains, stop cocks and the main electrical fuse box;
- Provide for emergency access to the school when necessary;
- Take appropriate action to prevent trespass on the school grounds, and record incidents of trespass or vandalism.
- Ensure that all playing areas, paths, main entrance and car park are litter free.
- Inspect all drains and gullies to ensure that they are free-flowing and clean, and that any defects are reported;
- Take delivery of supplies ordered by the school, and store them in an appropriate area ensure all equipment pertaining to the role are stored safe and secure.