

***Easington Colliery Primary School***

**Job Description**

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| **Post:** | Caretaker/Cleaner |
| **Grade:** | 2 (20 hours) |
| **Location:** | Easington Colliery Primary School |
| **Responsible To:** | School Business Manager/ Headteacher |
| **Job Purpose** | The Caretaker/Cleaner is responsible for the school premises in the absence of the Premises Manager. Their primary role is to clean an area as per the school cleaning plan, but they will also be responsible for site maintenance/security under the direction of the Premises Manager. |

**Duties and Responsibilities**

Listed below are the responsibilities this role will be primarily responsible for:

MAIN PURPOSE OF THE JOB

* To carry out the general functions as specified in the job description and also any other duties as the Headteacher/School Business Manager may reasonably request from time to time
* To work alongside the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification
* To advise the Premises Manager when the need arises for repairs and maintenance to the premises and furnishings to ensure safe conditions at all times
* To ensure the general security and safety of the school premises and grounds
* To undertake general porterage duties
* To carry out first line repairs and maintenance
* To have a commitment to energy efficiency
* To cover for other Premises Manager in periods of absence as necessary

SPECIFIC DUTIES

1. SECURITY OF PREMISES
   1. Daily locking/unlocking of gates, doors and windows
   2. Daily arming/disarming of alarm system
   3. To be named keyholder for the alarm system and attend when required
   4. Check perimeter fencing
   5. In emergencies, securing the premises e.g. boarding up windows etc., liaising with police and requesting necessary repairs
   6. Ensuring the security of the premises if they are used after hours
2. CLEANING
   1. To clean designated areas in the school in accordance with the cleaning specification and frequency schedules.
3. HEATING
   1. Operating heating plant to maintain required temperature in the school and ensure that an adequate supply of hot water is available
   2. Carrying out routine procedures of inspection and maintenance in line with the manufacturer’s instructions and those of the Property Services Department Maintenance Officer
   3. Cleaning vacuum filters of convector heaters annually
   4. Carrying out frost/holiday procedures when necessary
   5. Keeping the boiler house tidy and free from combustible materials
   6. Ensuring that the heating system is operating efficiently within the school
4. HEALTH AND SAFETY
   1. Checking premises and equipment daily for damage/wear and tear and reporting to the Headteacher
   2. Checking that electrical equipment, heaters etc. are switched off before locking up
   3. Ensuring safe storage of equipment and materials
   4. Ensuring that protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with Health and Safety requirements
   5. Attending appropriate Health and Safety training courses when required
   6. Snow clearing and salting paths, including playgrounds, as required
   7. Replenishing soap, paper towels and toilet tissue dispensers daily
   8. Reporting all accidents to the Headteacher
   9. Check fire equipment and regularly test alarms. Take part in fire drills.
   10. Arrange regular maintenance and safety checks.
5. ELECTRICAL
   1. Replacement of light bulbs, starters and cleaning/replacement of light fittings
   2. Visually check plugs, fuses wiring on electrical appliances as required
   3. Fitting/re-fitting 3 pin plugs where necessary
   4. Reporting any major electrical faults to the Headteacher
6. GENERAL MAINTENANCE
   1. Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person:

* Unblock sinks, hand basins, toilets (urinals and W.C. pans) and waste taps;
* Replace tap washers, check and adjust ballcocks;
* Lubricate door and window furniture;
* Fit and refit coat hooks, shelves, display boards and notice boards;
* Maintain and repair curtain fittings;
* Carry out minor plumbing repairs.

* 1. Carrying out minor gardening duties as required
  2. Carrying out minor painting works as required
  3. Arrange emergency repairs if necessary

1. OUTSIDE DUITES
   1. Ensuring all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement
   2. Sweeping pathways around the school
   3. Ensuring that grassed areas are free from glass/debris
   4. Ensuring that all drains, gullies and guttering are free flowing and clean
   5. Removing or painting out all forms of graffiti as necessary
2. PORTERAGE
   1. Moving furniture and equipment around the school premises as required
   2. Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring that fire exits etc. are clear
   3. Receiving inward delivered goods and assist with unloading/storing as required
3. ADMINISTRATION

* 1. Recording meter readings (gas, electricity, water) on a weekly/monthly basis for returns to County Hall
  2. Requisition of approved cleaning materials, toilet tissue, soap, paper towels, light bulbs and other necessary equipment or materials
  3. Handle small amounts of cash for the purchase of materials to carry out repairs.

1. SUPERVISORY ROLES
   1. Monitoring standards achieved by school cleaning staff to ensure safe working routines and maintenance of standards. Reporting any problems to the Premises Manager.
   2. Oversee site maintenance contractors, checking that work is completed to the required standards within required timescales.
2. CARETAKER’S ROLE WITH CHILDREN
   1. The caretaker is expected to support the school’s Behaviour Policy, rewarding behaviour and making relevant staff aware of inappropriate behaviour
   2. The caretaker is expected to follow school policy regarding care, control and supervision of our children

**February 2021**