**Job Description – St. Joseph’s RC Primary School Blackhall**

**Post Title:** Caretaker

**Scale:** Grade 2, Spinal Point 3-4

**Hours:** 37 hours per week

**Work Pattern:** Split Shifts – times to be negotiated

**Responsible to:**  Headteacher

**Main Purpose of the Job**

* Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
* Act as the designated key holder for the school premises.
* Undertake minor repairs and maintenance of the buildings and site, including painting and decorating.
* Arrange emergency repairs.
* Monitor consumables and stock and inform Premises manager of shortages.
* Undertake general porterage duties, including moving furniture, deliveries and equipment within the school.
* Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
* Clean school daily, internal and external.

**Specific Duties**

1. **Security of Premises**
	* Daily locking/unlocking of gates, doors, windows.
	* Daily setting/disarming of the alarm system.
	* To be a named key holder for the alarm system and attend callouts when required.
	* In emergencies, securing the premises e.g. boarding up windows etc, liaising with police and requesting necessary repairs.
	* Ensuring the security of the premises if they are used after hours.
	* Check the building and grounds for damage and vandalism, make safe any damage and report any incidents to the Headteacher/Administration Manager.
2. **Cleaning**
	* To clean all areas in the school in accordance with the cleaning specification.
3. **Heating**
	* Operate the heating plant to maintain the required temperature in the school and ensure that an adequate supply of hot water is available on a daily basis.
	* All heating systems should be maintained in accordance with the manufacturers’ instructions and those of the Property Services Department Maintenance Officer. Report any issues to Line Manager
	* Keep boiler houses tidy and free of all combustible and foreign materials.
	* Carry out frost/holiday procedures as necessary.
4. **Electrical**
	* Replace light bulbs, tubes, starter motors and clean and/or replace light fittings.
	* Report any major electrical faults to Line Manager.
5. **Health and Safety**
	* Checking premises and equipment daily for damage/wear and tear, reporting to Line Manager
	* Ensure electrical equipment is switched off before locking up.
	* Ensuring safe storage of equipment and materials.
	* Ensuring that safe methods of work are adopted in line with Health and Safety requirements.
	* Attendance at appropriate Health and Safety training course when required.
	* Snow clearing and gritting of paths etc. as required.
	* Carry out weekly testing of fire alarms and take part in fire drills.
	* Ensure safe storage and handling of chemicals in line with COSHH regulation
6. **General Duties**
	* Carry out repairs and maintenance which are not beyond the scope of a competent DIY person.
	* Carry out minor gardening duties as required.
	* Undertake areas of painting when needed/necessary in negotiation with Line Manager.
	* Ensure that all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement.
	* Carry out daily inspections of the playing fields and play grounds, ensuring they are safe for use by pupils and reporting any issues to Line Manager.
	* Sweeping pathways around the school.
	* Unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect.
	* Tidy dustbin areas daily and empty as required.
* Check dispensers, holders etc. and replenish liquid or bar soaps, toilet rolls, paper towels and personal hygiene requirements as necessary
* Collect and assemble waste for collection
* Such other duties as may be allocated from time to time commensurate with the grade
1. **Porterage Duties**
* Moving of furniture and other equipment around the school premises as required.
* Receive inward delivered goods and assist with unloading/storing as required.
* Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs, tables etc. and ensuring fire exits are clear.

**Head Teacher:**

**Post Holder:**

**Date:**