**Witton Gilbert Primary School**

**Job Description for the post of Caretaker**

**Responsible to: - The Headteacher**

**Salary Grade 3**

**Hours 37 hours per week**

**Working hours will normally be:-**

**6.30am – 10.30 am**

**3.00pm – 6.30pm (6.00pm on a Friday)**

**Responsible for: Providing a warm, safe, clean and secure environment in which children and staff can work effectively.**

**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.

**These are the main duties and responsibilities for the post of Caretaker at Witton Gilbert Primary School:**

Key Duties

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. Act as the designated key holder for the school premises, responding to security alarm or other call outs in accordance with agreed procedures.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
4. Demonstrate high standards of cleaning in designated areas in the school in accordance with the cleaning specification.
5. Undertake range of handyperson duties (ie those not requiring a qualified craftsperson) as directed by the Head Teacher, that contribute to the maintenance of the school premises (eg remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc).
6. Identify and report building, furniture or fitting deficiencies to the Head teacher and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
7. Arrange emergency repairs.
8. Arrange regular maintenance and safety checks on play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising.
9. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
10. Monitor consumables and stock and order supplies, including cleaning, materials and arrange storage and distribution as required.
11. Set out/put away furniture for school events/breakfast clubs etc and undertake general porterage around school and as required by the Head Teacher.
12. 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.
13. 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.
14. To monitor usage of fuel, electricity, water and take meter readings as required.
15. To be responsible for general tidiness and safety of the outside areas

* to keep surface drains free of obstruction
* to ensure pedestrian access and parent, pupil and safety in periods of severe weather conditions; clearing snow, treating main entrances, paths, car park and yard areas with salt/grit as appropriate
* keep paths, entrances, steps, yard, car park clear of leaves, moss and mud
* keep signage clean and free from algae and dirt
* check trees for broken/overhanging branches that could pose a safety risk
* maintain tubs and planters around school

1. Make appropriate arrangements for the collection and disposal of waste
2. Refill and replace soap, towels and other consumables
3. Maintain staff and pupil toilet facilities, ensuring they are in working order
4. Carry out regular deep cleaning of floors, carpets, chairs, classrooms, in accordance with cleaning specification
5. Support the school in maintenance and development of outdoor play equipment and resources

**Health and Safety**

* Comply with the requirements of Health and Safety at Work regulations
* Take reasonable care for the Health and Safety of yourself and others, including adherence to ‘lone working’ guidelines
* Cooperate with the school to ensure that Health and Safety responsibilities are carried out
* Perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head Teacher, School Business Manager or other senior person

**Resources**

* Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary
* Seek out new resources that will improve the cleanliness and enhance the school
* Have understanding of how to operate school alarm and CCTV systems. Training will be arranged as necessary

**Knowledge and Skills**

* Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements

**Supervision and Management**

* The post holder will often be required to work without direct supervision ie during school holidays, following lone working guidelines as necessary
* The post holder will be responsible for supervising and having oversight of the work of the cleaner(s)

**Key contacts and relationships**

* Daily contact with the Head Teacher, School Business Manager or other nominated staff
* Build positive relationships with school staff, responding willingly to reasonable requests for assistance
* Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu eg Open Evenings, Concerts

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture

**Individuals in this role may also:**

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
2. Facilitate lettings and carry out associated tasks, in line with local agreements
3. Handle small amounts of cash for the purchase of materials to carry out repairs