

JOB DESCRIPTION: CARETAKER

GRADE D



LEVEL 3

- To work under the direct instruction of the school's leadership team, undertaking general caretaking duties including semi-skilled general maintenance and repairs (other than where it is necessary to employ skilled trades persons).
- To be responsible for cleaners - planning, training, allocation of work, including evaluation and appraisal of work.
- To support procurement and organisation of premises works.

RESPONSIBILITIES

- To ensure the general security of the school's premises and grounds (including safety measures in cold weather - path clearance, gritting) in accordance with the specification of the Local School Board
- To monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials
- To carry out first line repairs and maintenance
- To identify and report preventative maintenance and carry out specialist repairs/works of buildings/grounds/equipment
- To undertake general portage duties
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Local School Board and securing the premises after use.
- To be responsible for supervising outside agencies on site with regard to repairs and maintenance of the school building
- To organise, evaluate and appraise work carried out by cleaners
- To inform the Leadership Team and liaise with appropriate personnel regarding snagging and inconsistencies after evaluating works carried out on the premises

SECURITY ACCESS

- To be named the first key holder for the school premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises).
- Regular checking of security devices/systems and setting of the alarm system where provided.
- To clear and salt main paths, playgrounds when necessary. To ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc.
- Assist with fire drill and lockdown practices (usually 1 per term)
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school's policy, i.e.
 - a) notify Police of malicious damage, obtaining a crime reference number;
 - b) request repairs to be carried out.
- Monitoring the school's 'Traffic Management' guidelines
- Requesting unknown persons on site to furnish proof of ID, aiming to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary

HEALTH AND SAFETY

- Ensuring that the school premises are safe and in good order (refer to the school's 'Risk Assessment' Guidelines).
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health and Safety rules are adhered to.

- To attend appropriate 'Health and Safety' training courses
- Ensure that areas involved with 'sickness' are cleaned and disinfected
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position.

GENERAL MAINTENANCE

- To carry out repairs and maintenance of a semi-skilled nature
- Reporting, via the Headteacher, any repairs and maintenance work required at the school which is beyond the competence of the caretaker, and ensuring that if a works instruction is necessary to make repairs or effect maintenance work, that one is completed.
- To direct contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary.
- Liaising with the school office for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc are available
- Checking lights and replacing as necessary
- Carrying out specific procedure in the event of fire, flood, accident or major damage
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Preparing the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evening and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment or time in lieu will be given

PORTAGE

- Moving furniture and equipment around the school premises, as requested
- Taking delivery of items ordered by the school and storing if required.

HEATING SYSTEMS

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plant promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school.
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that it is in a serviceable condition.
- Duties in connection with the emergency conservation programme (e.g. reading meters - gas, electricity and water) as directed by the Local School Board.

GROUNDS MAINTENANCE

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the school premises litter free
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing.
- To cut all grassed areas surrounding school. Maintenance of grass cutting machines.

OTHER DUTIES

- Duties in connection with cleaning and safe storage of design technology, computer and electrical equipment
- Carrying out any other duties, which may be reasonably allocated, from time to time, by the school's Leadership Team, that are commensurate with the grade.
- Undertaken annual PAT testing of electrical equipment

STAFF SUPERVISION

- Organise, evaluate and appraise the work of cleaning staff