

**West Pelton Primary School & Nursery**

**Job Description**

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| **Job title:**  **Grade:**  **Hours Per Week:**  **Working pattern:**  **Responsible to:** | **Caretaker**  **2 points 3-4 (£18,887-£19,264)**  **37**  **Permanent – whole time not a term time only role**  **7:00am – 10:30am and 2:00pm – 6:00pm (5:30pm on a Friday) \*there may be slight adaptations to this working pattern ie; 6:30am – 10:00am / 2:30pm – 6:30pm**  **Headteacher** |
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| **Main Job Purpose**  To carry out a full range of duties to provide high standards of cleanliness and general security and maintenance of school premises, to include handyperson activities and supervision of school cleaning staff. | |

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| **MAIN DUTIES & RESPONSIBILITIES**  **Security of Premises**  Take responsibility for the following tasks:   * Routine and non-routine opening and closing of the school buildings and/ or premises, including operation of alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion. * Ensure that the buildings and site are secured when not in use; * Ensure that, where appropriate, appliances are turned off every night. * Facilitate lettings and carry out associated tasks in line with local agreements. * An understanding of the operation of the schools alarm system and heating system will be required. Training will be arranged as necessary.   **Cleaning and Hygiene**   * Undertake regular cleaning of designated areas of the school and grounds and manage, supervise and monitor the work of the cleaning team * Ensure that the caretaking/cleaning storage areas are kept clean and tidy. * Maintain high standards of cleanliness and hygiene throughout the premises. * Replenish stocks of cleaning materials, soap, paper towels etc as necessary. * To maintain staff and pupil cloakroom and toilet facilities in working order and ensure appropriate supplies of consumables are available. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets. * Maintain adequate stocks of caretaking and cleaning supplies and reorder as necessary in accordance with school procedures. * Store and utilise all cleaning materials in line with COSHH regulations. * Remove litter and graffiti from both inside and outside the buildings. * To make appropriate arrangements for the collection of school waste. * Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety. |
| **Maintenance**  **Furniture, Fittings and Equipment**   * To undertake regular checks on alarm systems, fire extinguishers, heating, cooling and security systems and report any problems arising * Carry out repairs to furniture, fittings and equipment as necessary.   **Buildings**   * Assist with reactive and routine repairs and maintenance work to be carried out, as necessary * Meet and attend to contractors visiting or working on site   **Handyperson Duties**   * Minor tasks and repairs, which may require nailing, screwing and gluing type skills. * To share responsibility for monitoring the state of furniture throughout the school and undertaking minor repairs. * To board up broken windows. * To make safe damaged or missing floor tiles, secure carpets or remove to make safe. * To ensure that all caretaking equipment is in a safe and working condition. * To carry out minor alterations/improvements such as fitting shelves or noticeboards.   **Grounds**   * Carry out minor gardening work and monitor the performance of grounds maintenance contractors; * Ensure that the site is kept tidy throughout the year carrying out regular sweeping of hard areas, removal of litter, leaves and any other superfluous materials and elimination/ removal of weeds. * Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.   **Health and Safety**   * Be aware of and adhere to all school policies and procedures on health and safety, including asbestos procedures, fire safety procedures, plant and equipment inspections and management of legionella. * To arrange regular maintenance and safety checks to include indoor and outdoor equipment (including play equipment) * Be observant at all times of things around the school which may compromise safety e.g. loose fluorescent light diffuse covers, and rectify these on discovery. * To work safely and bring to the line manager’s attention any faults, accidents, incidents or near misses and any other health and safety concerns. * To comply with the requirements of the Health and Safety at Work Regulations. * To be aware of and adhere to other applicable rules, regulations, legislation, procedures and policies e.g. the School’s Code of Conduct and Equal Opportunities Policy; COSHH; data protection and copyright legislation. * Take reasonable care for the Health and Safety of yourself and others as long working will be necessary.   **Energy Management and Conservation**   * Clean light diffusers and shades, heaters and filters to ensure efficient operation, taking into account training given regarding working at heights * Ensure drains and surface water outlets are functioning efficiently, and clean when necessary * Replace light bulbs and fluorescent tubes as necessary, applying appropriate health and safety regulations * To read meters as necessary and maintain approved records * To monitor energy consumption and report inconsistencies   **Porterage**   * Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required. * Undertake porterage of equipment, furniture and materials within the premises, as required, including setting up seating the hall for productions, etc.   **Resources**   * Ensure the operation and maintenance of specialised equipment, following training if required. * Use power tools for appropriate repair and maintenance tasks. * Use of cleaning equipment and some chemicals on a regular basis. * To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required.   **Miscellaneous**   * To work without direct supervision (eg during school holidays) and follow ‘lone working’ guidelines. * To maintain confidentiality at all times. * To take part in performance management arrangements * To be willing to undertaking training as appropriate. * To carry out risk assessments, where required, in line with these duties. * To undertake any other duties of a similar level and responsibility as may be required. * To facilitate any lettings and carry out associated tasks in line with local agreements. * Preparations and distribution of snacks/fruit/milk for pupils in school. |

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| **Key Contact and Relationships**  Daily contact with the Head Teacher or other nominated staff and cleaners. General contact with other school staff and suppliers.  The caretaker is expected to attend any training/meetings required in order to satisfactorily carry out any of the above requirements.  In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.  Holidays must always be taken during school holidays and to be arranged by negotiation with Headteacher to minimise disruption. |