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| T:\Julia\Documents\Logo\TudhoeMoorLogo5-05- small.jpgTudhoe Moor Nursery School  Caretaker  Job Description |  |

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| **Post:** | Caretaker |
| **Grade:** | 2 |
| **Location:** | Tudhoe Moor Nursery School |
| **Responsible To:** | Head Teacher / Office Manager |
| **Job Purpose** | To carry out the general functions as specified in the Caretaking Staff Handbook and also any other duties commensurate to the post.  To support the Head Teacher by ensuring the general security and safety of the school’s premises and grounds, carrying out first line repairs and maintenance.  To work as part of a team with the other cleaning staff, undertaking cleaning duties to maintain a high standard of cleanliness within the school, as directed. |

**Duties and Responsibilities**

1. **Security of Premises**

* Daily locking/unlocking of gates, doors, windows.
* Daily setting/disarming of the alarm system.
* Acting as designated 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.
* Checking the building and grounds for damage and vandalism, making safe any damage and reporting any incidents to the Head Teacher/Office Manager.

**2 Cleaning**

* Cleaning designated areas of the school in accordance with Durham County Council cleaning specifications and ensuring these are maintained in a clean and hygienic condition.
* Operating/overseeing the use of domestic and industrial cleaning equipment and materials, following appropriate training
* Collecting and disposing of waste
* Refilling and replacing soap, towels and other consumables

**3 Heating & Electrical**

* Managing the heating system to maintain a comfortable temperature in school; ensuring it is maintained appropriately and operating efficiently
* Reading all meters weekly and recording consumption (water, gas, electricity) passing this to the Office Manager for reporting.
* Replacing light bulbs, tubes, starter motors and cleaning and/or replace light fittings.
* Visually checking plugs, fuses and wiring on electrical appliances as required.
* Fitting and/or refitting 3-pin plugs where necessary.
* Keeping supply meter cupboards free of other equipment and obstructions.
* Reporting any major electrical faults to Head Teacher/Office Manager.

**5 Health and Safety**

* Checking premises and equipment daily for damage/wear and tear; reporting to the Head Teacher/Office Manager.
* Ensuring safe storage of equipment and materials.
* 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.
* Ensuring self and other cleaning staff operate in line with Health and Safety and COSHH regulations and taking remedial action where hazards are identified; reporting serious hazards to Head Teacher/Admin Officer immediately
* Attending appropriate Health and Safety training courses when required.
* Snow clearing and gritting of paths etc. as required.
* Checking fire equipment; carry out weekly testing of fire alarms and emergency lighting.
* Undertaking regular Health and Safety checks of the buildings, grounds, fixtures, fittings and equipment (including compliance with fire safety and legionella regulations).
* Carrying out premises inspections with the Head Teacher and governors from the Finance & Premises Committee.

**6 General Maintenance**

* Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person.
* Carrying out minor gardening duties as required.
* Undertaking areas of painting when needed/necessary in negotiation with the Head Teacher.

**7 Outside Duties**

* Ensuring that all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement.
* Carrying out daily inspections of the playing field, playground, Early Years outdoor area and pathways around school, ensuring they are safe for use by pupils and reporting any issues to the Head Teacher/Office Manager.
* Sweeping pathways around the school.
* Removing herbage from hard surface areas and from the footings of buildings.
* Treating pathways with rock salt or clear during periods of inclement weather, i.e. ice and snow following the gritting plan.
* Unblocking drains as required and clearing gullies, grids, gutters and traps monthly and disinfecting.
* Tidying dustbin areas daily.

**8 Caretaker’s role with children**

* Supporting the School’s Safeguarding Policy; ensuring pupils are safe whilst in school and informing relevant staff of any concerns regarding the welfare of children.

The Post holder may undertake any other duties that are commensurate with the post and deemed necessary by the Head Teacher