

CARETAKER JOB DESCRIPTION

Job Title:	Caretaker
Grade:	Scale 3
Location:	Eastbury Community School
Line Manager:	Business Manager/Headteacher

Purpose of the Job

To ensure the smooth management of school premises with regard to security, cleaning, maintenance, health and safety. To ensure that the school building is an ideal environment for pupils, staff and visitors.

Context

The role holder will be expected to work largely on their own completing routine program of cleaning and maintenance of the building referring matters arising out of day to day work to the Business Manager/Headteacher. The role requires substantial physical effort working occasionally in unpleasant / disagreeable conditions.

Main Responsibilities

1 Security

- 1.1 Responsible to Business Manager/Headteacher for ensuring site is safe and secure.
- 1.2 Act as keyholder.
- 1.3 Working between the hours of 6am and 10pm on a shift rota basis.
- 1.4 Assist with control of visitors - including contractors and lettings.
- 1.5 Open /close the premises when necessary for staff, contractors and lettings, ensuring alarms are activated.
- 1.6 Ensure premises are in a safe condition to be used.
- 1.7 Minimize hazards.
- 1.8 Patrol during lettings.
- 1.9 Check location of fire-fighting equipment and respond to alarms.
- 1.10 Take action to prevent or respond to trespassers, and inform authorities in accordance with School procedures.
- 1.11 Manage lettings – liaising with Business & Finance Support Officer and clients. Weekend working will be required on a regular basis.

2 Cleaning

- 2.1 Contribute significantly to cleanliness of site. Always undertake duties in such a way as to ensure that the school site has a safe and welcoming environment.
- 2.2 Monitor day to day cleaning by cleaning contractors, liaising with cleaning contract staff and reporting to Business Manager/Headteacher.
- 2.3 Clean and maintain toilets and washrooms, including replenishing toilet paper and towels.
- 2.4 Check toilets and washrooms daily and ensure that supplies of toilet paper, towels and soap are provided.
- 2.5 Carry out spot cleaning on a day to day basis.
- 2.6 Perform litter picking to outside areas outside contract cycle.
- 2.7 Ensure all drains and gullies are clean and free running.
- 2.8 Use powered equipment provided.

- 2.9 Ensure that all pathways are clear of snow and ice and are safe to use and changing shift pattern, if necessary, to ensure the site is safe.
- 2.11 Take an active role in resolving problems which arise in effecting compliance with contracts, liaising with Contractors' management staff.

3 Maintenance and repairs

- 3.1 Operate heating mobile equipment; liaise with Business Manager to facilitate routine maintenance.
- 3.2 Ensure that light bulbs/tubes are changed and light fittings cleaned.
- 3.3 Report any breakages, damaged items needing repair. Monitor to ensure that repairs are carried out.
- 3.4 Carry out minor handyperson activities within level of competence.
- 3.5 Within level of competence carry out maintenance and repairs covering the following: carpentry, painting and decorating.

4 Materials and equipment

- 4.1 As requested by Business Manager to place order for cleaning materials and equipment for own use.
- 4.2 Monitor rate of use and safe keeping and use of materials and equipment; ensure equipment is kept in good working order.
- 4.3 Ensure that supplies and equipment are ordered in line with the School's procedures.

5 On-site services

- 5.1 Portering duties as outlined by the Business Manager/Headteacher to ensure that equipment is where required and on time.
- 5.2 Ensure staff availability to cover all services.
- 5.3 Accompany contractors and other service providers to required locations on the school site, monitor the safety of their working practices and advise the Business Manager where there are concerns about the quality of their work or the service being provided.
- 5.4 Carrying out instructions to ensure all assemblies and events are set up correctly.
- 5.5 Ensure all necessary training is carried out to meet health & safety requirements and responsibilities within the role. First Aid/Fire Marshal training is compulsory within this role to ensure site is continually covered.

6 Health and Safety

- 6.1 Work within Health and Safety guidelines and School and LEA Policies.
- 6.2 Ensure that Health and Safety of all site users, taking immediate action to ensure safety of users and reporting to Business Manager/Headteacher any longer-term issues.
- 6.3 Make recommendations to Business Manager/Headteacher on Health and safety issues.
- 6.4 Assist with the production of risk assessments.

7 General Accountabilities and Responsibilities

- 1. Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
- 2. Undertake a proactive, committed approach towards the School's Best Value ethos.
- 3. Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.

4. Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
5. Comply with the competencies and standard requisites agreed by the School as relevant to the post.
6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
7. Take responsibility for continuing self-development and participate in the appraisal system.
8. Be willing to undertake First Aid training and undertake First Aid duties if required (as part of a team)
9. Be available to assist with medical care for students across the year groups when required (full training provided)

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.