Corpus Christi Catholic Primary School

Job Description
Job Title: Caretaker

Responsible to: Headteacher
Line Manager: Premises and Infrastructure Manager

Main Purpose of the Job

To carry out a full range of duties to provide for general security and maintenance of the school site, to include handyperson activities.
This will be conducted under the general supervision of the Premises and Infrastructure Manager directly and other Senior Leaders of the school.

Main Duties and Responsibilities

- As one of the keyholders to be jointly responsible for the security of the school site, to assist the Premises and Infrastructure Manager (PIM) or School Business Manager (SBM) in making any arrangements to cover periods of absence of other keyholders.
- To be responsible for locking and unlocking school sites outside of normal school hours and for setting security alarm systems, as required. Responding to security alarms or other call outs in accordance with agreed procedures.
- If requested by the PIM or SBM to arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
- To identify and report building, furnishing or fittings deficiencies to the PIM or SBM and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
- To undertake a range of handyperson duties as directed by the PIM to contribute to the maintenance of the school site, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves, cupboards or notice boards etc.
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- To take delivery of stores, goods and equipment and arrange storage or distribution as required.

- To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
- To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
- To monitor usage of electricity, gas, water and any other fuel taking such meter readings as may be required.
- To clean defined areas of the school premises, together with any emergency cleaning needs.
- To make arrangements as authorised by the SBM for the purchase of any cleaning equipment and materials which may be required.
- To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
- To set out/put away furniture for school events and undertake general porterage as required by the PIM / Senior Leaders of the school.
- To make appropriate arrangements for the collection of school waste.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Flexibility of working hours due to school needs may be required
- **To carry out other duties of a similar nature at the discretion of the Headteacher.**