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Caretaker Job Description

Job Title:	School Caretaker
Grade Range:	Grade 5 – Scale 13-15
Hours:	36 hours per week 52 weeks per year
Location:	Elmwood Junior School, Lodge Road, Croydon
Reports to:	School Business Manager/Headteacher
Role Purpose and Role Dimensions:	Responsible for the fabric and grounds of the school. Liaising daily with the School Business Manager on caretaking issues, supervising the cleaners and the cleansing service of the school. Ensure the security of the school premises. Maintaining any machinery, plant or equipment within the school. Maintaining the internal and external fabric of the school's premises as a safe working environment.
Commitment to Promoting the School ethos:	As a member of the school community to take individual and collective professional responsibility for championing the school's values and proactively implementing initiatives which secure equality of access and outcomes. This includes commitment to continually develop a personal understanding of diversity.
Key External Contacts:	Contractors and suppliers Facilities providers Parents General public
Key Internal Contacts:	Head teacher/ School Business Manager/ Senior leadership team Cleaners Staff Pupils
Financial Dimensions:	Assisting the School Business Manager/Head Teacher in specifying services/work required from external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services.
Key Areas for Decision Making:	Assist the School Business Manager to select the provider for services for the school following Best Value principles.



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Key Elements:

Key Accountabilities and Result Areas:

Management and Supervision

This will involve:

- The Caretaker must ensure that the contract cleaners perform to the standards laid down in the cleaning specification. The Caretaker will report to the School Business Manager and Cleaning Supervisor on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for other caretaking staff.
- Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standards are maintained.
- Authorising weekly time sheets for relief caretaker/contract cleaners where applicable, and preparing claims for caretaking fees for lettings.
- Participate in the annual fire risk assessment.
- Attend training courses where appropriate.
- Where necessary reporting to Governing Board which may involve attendance at Governors' meetings.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The Caretaker may also be required to carry out such other duties consistent with the grade from time to time.

Security

This will involve:

- Opening and closing the school including all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Arrange cover arrangements for lettings and out of school hours' functions with the School Business Manager.
- Checking weekly the proper operation and function of all alarms and visual check of fire equipment. Checking daily emergency exits and entrances are not obstructed.
- Liaising as necessary with emergency services including the calling of the services as appropriate.
- Reporting acts of vandalism to the School Business Manager, Head Teacher and Police where necessary.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the School Business Manager and Head Teacher, ensuring the safe use of the school site at all times.
- Being on the Alarm Company call-out list for out-of-hours emergencies.

Heating

This will involve:

- Checking control system function, including frost precaution procedures.
- Visually inspecting boiler daily and reporting all defects to the appropriate maintenance contractor.
- Ensuring boiler room is kept clean and free of flammable materials.

Energy Conservation

This will involve:

- In conjunction with the School Business Manager, implementing all agreed policies.
- Reading, recording and reporting all meter readings as required by the School Business Manager and/or Energy Conservation Officer.
- Liaising with the Energy Conservation Officer.
- Implementing recommendations authorised by Head Teacher.

Emergencies

This will involve:

- Cleaning sickness, faeces, etc and spillages as required.
- Ensuring all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensuring all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensuring access and assisting all emergencies services as necessary.

Lettings

This will involve:

- Being available for duty when required, including occasional weekends, to ensure effective lettings.
- Ensuring that all procedures are carried out whilst on duty, with regard to security and care of the buildings.
- Ensuring that all areas used are cleaned as appropriate.
- Adhere to the schools' lettings policy



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Internal and external Maintenance

This will involve:

- Reporting all defects which require specialist repair.
- Visually inspecting electrical fittings and reporting defects as required.
Replacing bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspecting all plumbing and reporting/repairing defects as appropriate.
- Regular measurement of water temperature for prevention of Legionella.
- Synchronising all clocks, time switches, etc as required.
- Undertaking minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touching up decoration on any area agreed as reasonable with the School Business Manager.
- Being responsible for the supply and availability of hygiene materials as required.
- Receiving and moving supplies/post to various parts of the building as appropriate.
- Removing or obscuring all graffiti as required by the School Business Manager.
- Assisting with moving and setting up furniture for events, functions and meetings.
- Maintaining cleanliness and general tidiness of all external areas, and emptying litter bins daily.
- Cleaning and clearing all drains, and gullies and ensuring effective and healthy operation.
- Inspecting outside fabric of the school and reporting and/or repairing defects as appropriate.
- Inspecting all fences, gates, walls, steps, lights etc, reporting and/or repairing defects as appropriate.
- Implementing and monitoring window cleaning arrangements as agreed with the School Business Manager.
- Clearing leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Ordering any necessary de-icing materials.
- Inspecting all outside areas for hazardous materials. Consulting with School Business Manager for the best method of removal.
- Maintenance of school gardens including planting bulbs/shrubs, watering of plants etc.
- Overseeing grounds maintenance contract e.g., ensure regular cutting of grass, pruning, line markings and tree care.



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School Cleaning

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensuring that the school is cleaned to the agreed specification. Reporting any issues to the School Business Manager and Cleaning Supervisor.
- In accordance with the schedule laid down, checking regularly that all areas of the school have been covered and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the School Business Manager, ensuring that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- Undertaking cleaning of those areas as directed by the School Business Manager e.g., school hall and hall floors.
- Daily disinfection of water fountains.
- Maintaining the cleanliness of all outside areas on a daily basis i.e litter picking, disposal of faeces.

Safeguarding and child protection:

This will involve:

- To reinforce and enforce the school's commitment to safeguarding and promoting the welfare of children and young people.
- Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

Data Protection

This will involve:

- Being aware of the Local Authority's responsibilities under the General Data Protection Regulations 2018 for the security, accuracy and relevance of personal data held on any databases and ensuring that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with School procedure and policies and statutory requirements.

Confidentiality

This will involve:

- Treating all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the schools databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.



Equalities

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This will involve:

- The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and Safety

This will involve:

- Every employee is responsible for their own health & safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Completing of risk assessment documentation and work plans where necessary.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of maintenance plans.
- Championing the professional integrity of the school.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.



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Caretaker person specification:

Essential	Desirable
Enhanced DBS	
Qualifications –GSCE English and Maths	
Basic IT skills	Experience of working in a school (or similar environment) in a caretaker, site or premises role for at least 1 year
An understanding of basic health & safety requirements.	Experience with current cleaning materials/methods/appliances.
To communicate clearly to all sections of the school community both verbally and in writing.	Experience working as part of a team.
D.I.Y. skills to undertake day-to-day repairs and maintenance of the building, including the basic knowledge and operation of the school heating system.	Experience working within a similar role.
Understanding of the principles of health & safety in a school environment including COSHH.	
Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.	
Ability to adhere to working procedures and policies within the school environment.	
Ability to operate as part of a team or individually as required.	
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	
Ability to carry out a range of administrative tasks, including stocktaking.	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.	
Ability to respect confidentiality at all times	
To be adaptable, flexible and responsive to change	
Strong inter-personal skills and ability to form positive working relationships with children and adults, contractors, and suppliers	