



Charles Kingsley's CE Primary School

Role Profile – School Caretaker I (02135)

Role Purpose:

The purpose of this role is to ensure that the school's facilities are correctly cared for and that the school site is secured at the end of the day.

Description of duties:

Under the direction of the Head Teacher/ School Business Manager, the caretaker will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities. Lighting, heating and liaising with the cleaners who clean the premises (Including maintenance and operation of plant); portering (carrying of loads) and handyperson duties; and other duties arising from the use of the premises. In compliance with Health and Safety Requirements.

Line Manager:

School Business Manager

Hours of work:

15 Hours per week / 52 Weeks per year to be deployed as follows:

Term Time (39 Weeks) – 15 Hours a week

To be worked over 5 Days (Monday – Friday). However, the school are willing to negotiate how the daily hours are deployed for the right post holder.

Variations to these times may be necessary on certain occasions when meetings, building work, functions etc. are held at the school. Any variation will be agreed / notified in advance.

School Holidays - 15 Hours a week

Hours and days to be mutually agreed with the School Business Manager in line with the Schools improvement plan and maintenance requirements.

Accountabilities

Cleaning	<p>Perform daily, weekly and monthly caretaking duties to keep the school safe, secure and clean.</p> <ul style="list-style-type: none"> • Clean the School hall twice a week. • Ensure that the Colour Coding System is being adhered to and that Infection Control Cleaning standards are in place. • Act as the point of contact for the cleaning staff and report to the School Business Manager any issues. • Window cleaning (As required) outside scope of regular cleaning. • Sweeping excess dirt from hard surfaces and clearing leaves from the paths. • Keep paths entrances free of ice and snow to ensure the safety of children, parents, staff and visitors. • Ensure that all drains, gullies and grids are kept flowing free and clean, including cleaning blockages. • Keep the external signs clean. • Empty external litter bins. • Empty the internal bins daily and dispose of in the correct external storage bins. • Place kerbside bins outside weekly (Household / Blue Bin & Recycling / Cream Bin). • Ensure that the plant room / Caretakers Cupboard is tidy and that no flammable material is stored there.
Repairs and Maintenance	<ul style="list-style-type: none"> • Carry out remedial action to meet all Health and Safety requirements. • Undertake minor repairs as required. • Assemble items for the school (Furniture, storage units, playhouses etc). • Report and refer larger repairs to the School Business Manager. • Undertake minor internal redecoration. • Preservation of external areas (Benches, Fences, sleepers etc). • Check and replace electric light bulbs / tubes which are in position (if safe access is available.) • Operate the heating plant so that the required temperatures are maintained in the school premises, and that an adequate supply of hot water is available. • Carry out frost prevention procedures. • Carry out routine inspection and maintenance procedures in accordance with the instruction of the schools Heating Engineers on ancillary equipment such as checking automatic pumps. • Monitoring and setting of heating controls and boilers.
Stock	<ul style="list-style-type: none"> • Monitor stocks and supplies to maintain an effective site service. • Replenishing stock in washrooms (paper towels, toilet rolls etc).
Security	<ul style="list-style-type: none"> • Carrying out security procedures for school buildings and grounds. • Walking around buildings checking that premises have not been disturbed. • Switching lights on/off as required. • Checking and securing windows and internal doors. • Switching on/off appropriate alarm systems.

	<ul style="list-style-type: none"> • Locking/unlocking school gates and external entrance doors to prevent trespass on school premises and grounds. • Provide access to the school in the event of emergency situation. • Report to the School Business Manager of any 'out of hour's intruder alarm activation'. • Carrying out recognised procedures in the event of fire, flood, breaking and entering accident or major damage. • Register as a Key Holder and be a point of contact in an emergency call-out situation.
Porterage	<ul style="list-style-type: none"> • Taking delivery of stores, materials and other goods received by the school and storing them as instructed. • Management of skips when used onsite. • Laying out and stacking furniture as require e.g. class assemblies. • Any other porterage duties as requested.
Site	<ul style="list-style-type: none"> • Participate in regular Premises meetings & act upon the actions identified in a timely manner. • Be aware of the location of all stopcocks, gas and electricity meters. • Make safe any hazards and ensure that the area is cordoned off. • Weed and maintain the internal courtyard, Adventure Play area and areas along the public path adjacent to the carpark. (Cutting back overhanging branches and brambles). <i>*Areas outside the scope of the Grounds Maintenance contract.</i>
Daily Site Checks	<ul style="list-style-type: none"> • Walk around the site (play areas, playing field, flowerbeds, paths and playground) daily. Pick up litter, report any Health & Safety concerns and record any maintenance tasks in the Caretakers book. • Check the premises for vandalism. • Check the Kiss and Drop area and Staff Carpark. • Check the Bin Area is clear. • Maintain the sand, salt and bark to acceptable levels..
Fire Safety	<ul style="list-style-type: none"> • Weekly Fire Alarm Tests. • Monthly checks of the Fire Fighting Equipment. • Monthly checks of the Emergency Lighting. • Quarterly Fire Door Inspection (<i>not to be confused with emergency exits</i>). <p>Ensure that these Health and Safety Checks are recorded in the turquoise folder (in accordance with Children's Services H&S requirements).</p>
Legionella	<p>Ensure that Health and Safety Checks are met with regards to:</p> <ul style="list-style-type: none"> • Legionella: Hot and cold-water flushing and records. • Monthly Hot and Cold-water temperature measurement checks and records <p>Ensure these Health and Safety Checks are recorded in the Yellow Folder to allow the Health & Safety Officer to record them on the Hampshire system.</p>

COSHH	<p>Ensure that Health and Safety Checks and recording (in accordance with Children's Services H&S requirements) are met with regard to:</p> <ul style="list-style-type: none"> • Participate in COSHH assessments, ensure current Material Safety Data Sheets (MSDS) are in place and that chemicals are stored and used in accordance with COSHH.
Ladders	<p>Ensure that Health and Safety Checks and recording (in accordance with Children's Services H&S requirements) are met with regard to:</p> <ul style="list-style-type: none"> • Termly Ladder Inspection checks. • Ensure all 'Cascade Step Stool and Kick Stool' training is provided annually to all staff and recorded with the Health & Safety Officer.
Risk Assessment	<ul style="list-style-type: none"> • Participate in Site Management related Risk Assessments.
Metre Reading	<ul style="list-style-type: none"> • Provide the School Business Manager with monthly Gas, electricity and water metres readings.
General	<ul style="list-style-type: none"> • Carryout duties as may be reasonably required by the School Governors, Headteacher and School Business Manager. Such as: - <ul style="list-style-type: none"> - Placing cones out for School trips and events. - Providing access to contractors and club providers. - Ensuring that all electrical goods are available for annual P.A.T Testing inspections. - Setting up the Stage, Gazebo, Christmas tree etc for special events. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>You will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>You will be expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>
Training	<ul style="list-style-type: none"> • Ensure that you complete all mandatory training. • Provide the Health & Safety Officer a copy of all training records.