

Job Description: Caretaker

1. **Title and Grade of Post: Caretaker**

**H5 37hrs full time/24days annual leave**

1. **General Professional responsibilities**
   1. To have a clear understanding of the core purpose of the role;
   2. To be active in promoting the school’s aims by providing an appropriate environment for staff and students to work and learn.

1. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that documents, so far as is relevant to the post holder’s title and salary grade.

1. **Relationships**
   1. The post holder is responsible and accountable to the Headteacher;

4.2 The post holder reports to the School Business Manager;

4.3 The post holder also interacts with other professional colleagues and should establish and maintain productive relations with them.

1. **Particular responsibilities**

**Security**

* 1. To be responsible for ensuring the security of school buildings, site and

resources including:-

* Opening and closing the building as required
* Un-setting and setting of school alarm
* Ensuring all windows and doors are locked
  1. act as a designated key holder, providing out of hours and emergency access to the school site as and when required.

**Maintenance**

* 1. Carry out statutory and regular maintenance checks of systems such as heating, lighting and security and follow up actions to maintain a good working environment;
  2. responsible for regular health and safety checks of building, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment
  3. undertake and record regular checks on legionella risk, alarm systems, ladders and fire equipment and report any problems arising:
  4. arrange for general maintenance within specialist areas such as heating, lighting and plumbing as directed by the Business Manager, to ensure safe and effective operation;
  5. undertake minor repairs (i.e not requiring qualified craftsperson) and maintenance of the buildings and site;

5.8 ensure compliance within the school with all health and safety responsibilities for example, COSHH, asbestos, legionella and asset register;

* 1. to be responsible for contractors whilst on site and ensure work is completed

to the required standard.

**Cleaning of premises**

* 1. To be responsible for general cleanliness and tidiness throughout the school

site, including litter picking and emptying of outside rubbish bins;

* 1. Maintain staff and pupil toilet facilities ensuring they are in working order, deal

with blocked toilets and blocked drains;

5.12 To undertake adhoc cleaning and clearing needs in relation to spillages, blockages, storage of equipment and materials, etc. to ensure the site is maintained in a safe and presentable condition.

**Outside Areas**

* 1. Be responsible for general tidiness and safety of outside areas including:-
* Keep drains clear of obstructions
* Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather
* Ensure outside areas are free from leaves, moss and mud
* Treat car park and other areas with salt/grit as appropriate
* Keep signage clean and free from alage
* Check trees for broken/overhanging branches that could pose a safety risk

**Health & Safety**

* 1. Be aware of and comply with policies and procedures relating to child

protection, health, safety and security, confidentiality and data protection;

* 1. take reasonable care for the Health and Safety of yourself and others,

including adherence to ‘lone working’ guidelines;

* 1. complete termly health & safety checklist inspections and participate in

termly Health & Safety committee meetings as required;

**Other duties**

* 1. To line manage the Assistant Caretaker;

5.17 Undertake general porterage duties, including movement of furniture and

equipment throughout the school;

* 1. Take utility readings for gas, electric and water each month;
  2. Maintain an inventory of all site agent equipment and tools and ensure that all

items of equipment are retained for use in designated areas and are kept in a

clean and good working condition;

* 1. To be involved in the decision making process for site improvements with the

School Business Manager;

* 1. to carry out any other duties as reasonably requested by the Headteacher a and Senior Leadership team.

***This job description issued September 2021 may be amended at any time by agreement but in any case will be reviewed annually.***

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*