



Caretaker

Job Description

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Job Title: **Caretaker (SC3)**

Job Purpose: To maintain a clean, attractive, secure, safe and welcoming site through a process of regular cleaning and routine and scheduled maintenance of buildings, grounds, fixtures and fittings.

Relationships: The post holder is responsible to the Headteacher for their duties and responsibilities. Close liaison with all LEFS staff members will be expected.

Duties and Responsibilities

General Responsibilities:

- A. Promote the school's vision and values, encouraging the inclusion and acceptance of all children
- B. Maintain accurate records and ensure all relevant policies and procedures are followed, particularly in relation to safeguarding, data protection, and health and safety
- C. Commitment to continued professional development and a willingness to learn and implement new approaches
- D. Maintaining an up-to-date understanding of child protection and safeguarding practises, in line with the school's Safeguarding and Child Protection Policy
- E. Ensuring that all interactions with children are conducted in a professional and appropriate manner
- F. Promoting a culture of safeguarding and vigilance throughout the school community

Specific Duties as a Caretaker:

- G. To be responsible for the security of the premises and its contents in the absence of the Headteacher or any other designated responsible person.
- H. To be responsible for the use, maintenance and security of equipment based at the school.
- I. To undertake routine site checks as required by health & safety schedule (legionella, fire alarms, doors, water temperatures etc).
- J. To undertake basic handyman duties as necessary, e.g. replacing light bulbs, securing broken windows and doors, and minor repairs which may require basic electrical, plumbing and construction skills.
- K. To monitor the levels of cleaning supplies and equipment and report to the Systems Manager.



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- L. To lock/unlock school premises at agreed times (not daily)
- M. To operate the heating system as directed.
- N. To act as a keyholder.
- O. To operate any fire, burglar alarms as directed.
- P. To undertake cleaning duties as specified or in the absence of the cleaning team.
- Q. To report on the quality of any cleaning undertaken by contract cleaners.
- R. To undertake portage duties as required and to assist in the unloading of deliveries to the school and loading of deliveries from the school.
- S. When on-site, to clear up any hazards to pupils and staff (i.e. spilt chemicals, broken glass).
- T. To undertake lettings as agreed with the Headteacher.
- U. To clear up paved areas and playgrounds (i.e., clearing drains, picking up litter and emptying litter bins and clearing grids).
- V. To undertake painting/decorating jobs within school.
- W. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- X. To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Note:

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post and the post holder may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amended after consultation with the post holder.

Review:

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

Issued by Headteacher:..... **Date:**.....

Reviewed by Class Teacher:..... **Date:**.....