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| **JOB TITLE** | **CARETAKER – (PRIMARY SCHOOLS) (a)** | **JOB REF NO** | **AAAD5000** |

**BASIC JOB PURPOSE**

To work with the School Site Manager and Site team in order to maintain the effective running if this large 3 form entry primary school

Maintain the security of school premises and contents – Job Holder designated as one of the registered key holders.

Ensure that lighting and heating systems are maintained in good working condition alongside the Site Manager.

Carry out cleaning of designated areas and monitor the cleaning carried out by Cleaners on a day to day basis.

Undertake minor repair and porterage duties.

**MAIN RESPONSIBILITIES**

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| **1.** | Receive delivery of supplies, furniture and parcels into the school; ensure correct distribution to the appropriate department/classroom/ teacher. |
| **2.** | Supervise Cleaners; monitor cleaning of building and ensure work is carried out in accordance with the specification.  |
| **3.** | Liaise with contractors and monitor work being carried out by them. |
| **4.** | Undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods. Maintain the grounds in a clean and tidy condition; remove accumulated internal and external waste, sweep the grounds using mechanical or other means.  |
| **5.** | Monitor the conditions of the school’s sanitary provisions for both staff and pupils. Maintain supplies of materials and respond to problems arising from the improper use of facilities. Ensure safe storage and use of cleaning materials, in accordance with the requirements of COSHH. |
| **6.** | Check the heating installation daily during the heating season and ensure sufficient fuel supplies are maintained. Monitor and ensure the most economic use of water, gas, oil and electricity. |
| **7.** | Undertake general fire precautions and security tasks at the school; unlocking and unlocking the school premises, setting and disarming security and fire alarm systems and other security measures, etc. |

Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

**OCCASIONAL TASKS**

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| Undertake occasional maintenance tasks – eg, cleaning out rainwater gullies and drains, minor repairs to fixtures and fittings, replacement of light bulbs and fluorescent tubes, basic maintenance of central heating system and other heating equipment, etc - as necessary |  |