



JOB DESCRIPTION

POSITION: CARETAKER

SCALE: Scale 4

PURPOSE OF JOB:

- To maintain the school site
- To maintain security of the Premises
- To ensure Health & safety and statutory compliance of all buildings are kept compliant
- To monitor the schools maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.

MAIN DUTIES:

Premises Security & Site Management

- Ensure that buildings are secure and intruder alarms activated following vacation by staff and other users.
- Responsibility for ensuring the intruder alarm and fire alarm systems are updated and maintained.
- Ensure windows and doors are in good repair and informing the business manager of any window or door defects which may lead to a breach of security.
- Ensure school is open and adequately staffed by site staff for day to day school activities and lettings
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency services.
- Oversee any reasonable key requests and orders and distribute to stakeholders.
- Locking and unlocking external doors as required.
- Reactively monitor school CCTV system and undertake the relevant training to be able to assist with requests and down load footage when required.
- Ensure and co-ordinate weekly periodic testing of fire alarm system and ensure that lines to the Borough are functioning correctly.

All premises/site staff to form part of the key holder list – to act as first point of contact.

Cleaning

- Recording and setting up of systems for the monitoring of all cleaning in the premises.
- To undertake agreed cleaning/Janitorial tasks not included in the schools cleaning specification.
- To ensure all toilet areas remain clean and safe during the school day, replenishing toilet rolls, towels when required.
- Clean up incidences during the day including vomiting, spillages or any reactive janitorial tasks.
- Arrange and carry out emergency cleaning and removal of graffiti



Maintenance of School Grounds and Building

- Responsibility for ensuring the premises and grounds are kept free of litter and are in general condition of tidiness.
- Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff.
- Supervise contractors and undertake regular site inspections monitoring their work.
- Ensure effective communication between staff, contractors and others as appropriate.
- Operating an agreed programme of planned maintenance.
- Ensure the efficient operation of heating and lighting throughout the school is adequate and meets Health & Safety Requirements.
- Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
- Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures as directed by the School Business Manager.
- Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system.
- Co-ordinate replacing lights, tubes, diffusers, starters where necessary.
- Ensure downpipes drains and gullies are free flowing and clean.
- Ensuring the gritting of entrances, steps and paths prior to any forecasted freezing weather.
- Ensure that stocks of grit/salt are maintained.
- Ensuring the removal of snow and other obstructions from main entrances, steps, paths.
- Ensuring fire doors are free of clutter and obstructions
- Support all Departments in putting up and taking down of external or internal equipment
- Co-ordinate and undertake any reasonable repairs as and when required.
- Ensure all stock is kept up to date and ordered

Porterage

- Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
- Putting together furniture as required
- Receiving and directing as appropriate all deliveries for the schools
- Keeping up to date records, inventories and forms as required
- Setting up and packing away for all school events and examinations.

Compliance of Health & Safety

- Ensuring compliance by periodic inspection of all areas
- Ensuring appropriate signs and notices are displayed
- Ensuring hazards are removed
- Ensuring fire exits are accessible and fire fighting equipment is correctly positioned and services
- Ensuring all staff are aware of their responsibilities as appropriate
- To be trained and respond as Fire Wardens for the School
- Undertake weekly water flushing



- Undertake Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the School Business Manager
- Notify appropriate agencies, via School Business Manager, where there is a pest control problem
- Support School Business Manager with completion of risk assessment
- Complete and maintain COSHH sheets

General

- Required to carry out all reasonable duties and responsibilities of the post
- Co-ordinate response to all Helpdesk Requests
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Undergo and meet school conditions for a satisfactory enhanced DBS check
- Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the schools policies and procedures
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Thames View Junior School
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care
- Any other duties of an appropriate level and nature will also be required as directed by the School Business Manager and/or Headteacher.