

Generic Job Description School Caretaker

Job title: Assistant School Caretaker **Ealing GLPC Grade:** Scale 4
School: **Post No:**
Line manager: The School Business Manager (SBM)/Headteacher
Supervisory responsibility: None
Hours

Main purpose of the job:

- To assist the Site Supervisor to provide an effective caretaking service for the school, ensuring that the school provides a clean, safe and secure environment for its staff and pupils and visitors
 - To understand Health and Safety Policies and ensure that all duties are carried out with due diligence to health and safety procedures.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school
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Duties and Responsibilities

1. To ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates and external and internal doors and closing windows.
2. To respond to emergency call-outs as appropriate.
3. To alert the Site Supervisor to any risk to a breach of security.
4. To be a key holder and lock the school at the end of the day.
5. To check the site to check for hazards, damages and intruders.
6. To ensure that lighting is kept in good working order and to replace defective/inoperative light bulbs and tubes as appropriate.
7. To report to the Site Supervisor any need for repair work or alteration to electrical systems as appropriate.

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8. To assist the Site Supervisor to carry out minor maintenance work and repairs that do not require the employment of a contractor.
9. To liaise with the Site Supervisor on a regular basis regarding caretaking requirements and duties/problems/developments in the school.

Cleaning Duties

10. To undertake such cleaning tasks as set out in the Cleaning Contract and any ad-hoc cleaning tasks as required, for example toilets.
11. To liaise with the cleaner to generally oversee the standard of cleaning throughout the buildings, as necessary, to maintain standards. To keep the Site Supervisor informed if cleaning standards have not been achieved.
12. To notify the Site Supervisor if stocks of cleaning and allied materials required by the school, are running low.
13. To re-stock towels, soap and toilet paper in toilets, washrooms, classrooms with sinks, etc.
14. To be responsible, within reason, for the removal of simple toilet blockages.
15. Clean floors and/or furnishings after any sickness has occurred during the post holder's active duty period.

Portering

16. To assist in ensuring an efficient service, including receipt, transporting and storage of goods that have been delivered to the site and the movement of all furniture and equipment. To undertake any other lifting tasks required by the school.
17. Where necessary, to arrange for the disposal of redundant furniture and equipment as directed in accordance with Borough procedures.
18. By arrangement cover lettings of school premises including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting

Health and Safety

19. To ensure that playgrounds, paths and driveways are in satisfactory condition.
20. Snow clearing and salting as required
21. Deal with the results of vandalism, advising the Caretaker on any necessary preventative measures or repair work.

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- 22. Remove graffiti where possible from all areas, windows and other surfaces as required.
- 23. General supervision of the playgrounds and open areas surrounding the premises.
- 24. In the absence of the School Caretaker/Site Manager, to assist Contractors with any general queries as appropriate.
- 25. To ensure caretaking duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required.

Other

- 26. To maintain all logs and appropriate records
- 27. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- 28. To undertake broadly similar duties commensurate with the level of the post as required by caretaker / Site manager
- 29. To adhere to school policy on equality and diversity.
- 30. Actively participate in any appropriate training and network forums when required.

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Signatures –line manager and job holder

Signed and datedJob holder

Signed and datedline manager