

JOB DESCRIPTION

TITLE: Caretaker

SCHOOL: Longwick Church of England Combined School

SALARY: Bucks Pay Range 2

CONTRACT: 25 hour part-time contract, Split Shift working pattern required

RESPONSIBLE TO: School Business Manager

PURPOSE OF POST: Under the general direction of the Headteacher and School Business Manager, provide efficient services and processes that allow the whole school to operate safely and securely within a healthy environment.

CONTEXT: All support staff are part of a whole school team. They are required to support the Christian values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of pupils, colleagues, and parents as well as being flexible in a busy pressurised environment.

ORGANISATION CHART: Headteacher - School Business Manager – Caretaker

PERSONAL REQUIREMENTS:

A hard-working, honest, dependable, self-motivated person to act as school caretaker/cleaner and school cleaning supervisor. Willing to uphold the Christian ethos and support the aims and values of Longwick Church of England Combined School.

DUTIES AND RESPONSIBILITIES:

Security

- Opening and closing, unlocking and locking of school gates and buildings
- Open and close the school for evening use at times arranged by the Headteacher and School Business Manager
- Monitoring and administering CCTV system
- Unsetting and setting of school alarm system
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company where necessary
- Checking and securing the school premises subsequent to out of hours intruder alarm activation
- Register as main Key Holder and be the first point of contact in an emergency callout situation
- Overall security of the school premises including the locking of all windows, doors and gates
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends

Cleaning

Cleaning duties will include the following:

- To clean designated areas of the school to the highest possible standards
- Mopping and buffing hard floor surfaces
- Buffing and maintaining flooring in school hall
- Vacuuming carpeted areas
- Wiping, polishing, dusting of designated areas
- Spot cleaning of spillages
- Emptying and cleaning bins
- Cleaning of toilets and toilet areas, and replenishment of paper towels, toilet rolls and other disposables.
- Cleaning of internal glass, internal and external door glass and internal side of external windows
- Cleaning of external windows at ground level as necessary
- Straightening furniture and general tidying up of designated areas

General

- Returning to school between shifts if required
- Upkeep and general care of the school
- Unlocking and re-locking bins in preparation for pick-up
- Ensuring that external rubbish is stored appropriately
- Sweep outdoor playground/paths, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances
- To empty internal communal rubbish bins daily and work with pupils and staff on recycling initiatives
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled maintenance person.
- Drawing the attention of the appropriate authorities, via the Head Teacher and School Business Manager, to any repairs or maintenance work, which is beyond the competence and responsibility of the Caretaker
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note
- General portage duties and moving of furniture
- Assisting teaching staff with simple tasks as requested
- Checking damage/security every morning on arrival at the premises
- Lettings as required - opening, closing and general duties
- Preparation of Hall for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Routinely clean lamp shades and light diffusers/strip lights within the Working at Height policy guidelines
- Ensure that clear passage is maintained on fire escape routes
- Carry out periodic cleaning of all internal surfaces within the Working at Height policy guidelines
- Report any defects of building, furniture, fittings and equipment to the School Business Manager and Headteacher
- Grounds Maintenance

- Regular check of roofs for pooling, debris, plant growth etc. within the Working at Height policy guidelines
- Regularly check and clean soffits, bargeboards and external lights within the Working at Height policy guidelines
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors

Management

- Be responsible for monitoring and ordering cleaning supplies and equipment
- Noting, monitoring and reporting any defects in the school buildings to the Headteacher or School Business Manager
- Meet regularly with the Headteacher and School Business Manager re: Health and Safety issues and Building Maintenance
- Report to the Governors Finance and General Purposes committee as necessary
- Monitor the work of contractors working on site
- Heating, Lighting and Water
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read Gas, Electric and Water meters as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate Personal Protective Equipment, replace and/or repair fluorescent tube starters and fluorescent tubes within the Working at Height policy guidelines
- Any other work requested by, and deemed appropriate by, the Headteacher and Governors by agreement with the Caretaker

Hours of Work

The working week will be up to 25 hours for 52 weeks per year. There is some flexibility on shift pattern for the right candidate but ideally we would like the successful applicant to be on the school premises:

Teaching Days

Monday - Friday 7.00 am – 9.00 am and 3.00 pm - 6.00 pm

Non-teaching Days

Monday - Friday 9.00 am - 3.00 pm

Salary

Bucks Pay Range 2

However, variations to these times may be necessary on certain occasions when meetings, building work, functions etc are held at the school. Any variation will be notified in advance by the Headteacher or School Business Manager

There will be an entitlement to 25 days holiday to be taken during school holidays

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A satisfactory DBS check will need to be returned prior to commencement of employment.