

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: DESSH
Post Reference No: K211	Location: Federation of Oxford Road Community School & Wilson Primary School
Job Title: Caretaker	Grade/Salary Range: RG3 Level 2 SCP 5-11 Weeks per year: 52 • Hours worked : 37 hours per week • Additional hours at the discretion of the headteacher paid as overtime to cover lettings, school functions and school holidays.

JOB PURPOSE

To carry out the duties of a school caretaker in order to maintain a safe and clean school environment.

Work as a member of the school team supporting the responsibilities of the governing body and executive head teacher by regular liaison with the Federation Premises manager.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Member of Premises team, reporting to Federation Premises manager and School Business Manager

MAIN DUTIES AND RESPONSIBILITIES

General purpose of the job

To be responsible for ensuring that the caretaking and general maintenance services to the Federation schools are performed to the satisfaction of Executive Head teacher and Governing body, and for the effective supervision of the cleaning team

Contacts

Cleaners, cleaning contractors, LA officers, contractors, security firms and hirers

General caretaking and security duties:

- Maintaining the security of the premises and its contents
- To be a keyholder, to check, lock and unlock the premises as required to suit the needs of the school
- Opening up the school in the morning ensuring that all premises are fit to be occupied,
- To ensure that all windows and doors are closed and the school is made safe each evening and that the alarm is activated by an appropriate person
- Checking lighting and heating are switched off during the holidays and the school's heating system is operated efficiently
- Ensuring that the outside areas and paths are free from litter and monitor all gratings and gullies to ensure they are clear
- Assist with the co-ordination of delivery and the distribution of goods purchased
- Carrying out light portering duties & mending, painting etc
- Accepting deliveries of stores and equipment and arrange storage where necessary
- To help the school use energy and water efficiently and minimise waste

Lettings:

- Opening and closing the school for hirers at the agreed times
- Liaising with hirers and ensuring that they operate in accordance with the conditions contained in the school's contract for hire.
- Clean up after premises lettings
- Reporting any problems to the Federation Premises manager and/or School Business Manager

Health and Safety

- Follow the school Health and safety policy and procedures
- Ensure that cleaners, contractors and hirers are aware of and operate within the school's health and safety policies
- Draw the attention of the Federation Premises manager / School Business Manager to any Health & Safety problems requiring action.
- Take the appropriate action in case of emergencies
- Carry out weekly safety checks on lights (including emergency lighting), fire alarms, playground, water tanks, legionella temperatures etc.
- To undertake weekly fire alarm test
- Working with the Federation Premises manager, draw up and maintain risk assessments for the school building and cleaning and caretaking activities within the school.
- Monitor fire safety equipment and organise termly fire drills.

Cleaning

- Ensuring that the premises are cleaned to the required standard, following agreed routines
- Supervising the cleaning staff and ensuring that they carry out the duties as specified in their contracts
- Provide new cleaners with training as to their job ensuring they are aware of the Health and Safety procedures of the school
- Planning the work of cleaners including scheduling deep cleaning works during holiday periods
- With cleaning staff, ensure that the school playground is kept tidy and free of litter
- Carry out cleaning duties if necessary during absences of other staff.

Building Maintenance

- Carry out general repairs as agreed with Federation Premises manager
- Report minor maintenance problems to the Federation Premises manager and follow up to ensure these are resolved
- Report larger maintenance problems to the Federation Premises manager
- Carry out general alterations as required, e.g. removing fixtures, building shelves, etc
- Work with the Federation Premises manager & School Business Manager to identify appropriate contractors for specific building projects

Supplies

- Order cleaning materials and washroom supplies etc
- Source maintenance items, equipment, tools and cleaning appliances

General

- Where appropriate, contribute to the values and ethos of the school

Areas for Gateway Progression 8-11

- Operational management of cleaning staff
- Manage day to day activity of contractors especially during holiday periods
- Provide cover for Federation Premises manager annual leave
- Work with the Federation Premises manager to draw up a programme of preventative planned maintenance

PERSON SPECIFICATION

READING BOROUGH COUNCIL	Department/Division: Education Oxford Road Community School
Job Title: Caretaker	Post Reference No:

Qualifications / Education / Training:

- No formal qualification necessary in literacy or numeracy however the candidate need to have basic competency.
- Training in Health and Safety to Level 2/3
- City & Guilds, HND or NVQ in relevant skills could be an advantage.

Experience:

- Previous experience in working in a school or similar environment desirable but not essential.
- Training can be available.

Skills and Abilities:

- Able to work physically both indoors and outdoors.
- Ability to use own initiative in certain circumstances would be an advantage.
- Good DIY and maintenance skills
- Gardening knowledge and experience

Work Related Personal Requirements

- In good health to cope with the manual requirements of the job
- Flexible to accommodate needs of school including evening and weekend letting arrangements

Job description agreed:

Signed:	Headteacher	Date:
Signed:	Employee	Date: