



Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Melbourn Primary School: Making learning Irresistable

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children. We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

CARETAKER

Accountable to: Headteacher

PURPOSE OF THE JOB

To model the school's ethos and vision within a framework inspired by our values and ethics. The school caretaker can often be the first point of call for visitors to the school, parents, staff and children. As one of the 'faces' of the school the caretaker should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a high-quality physical environment and to promote the efficient use of the school's assets.

To carry out a full range of duties to provide exacting standards of cleanliness, general security and maintenance of the school premises. To include cleaning, handyperson activities and supervision of school cleaning staff.

This will be conducted under the general supervision of the School Business Manager.

MAIN RESPONSIBILITIES

1. Ensure that the school premises inspection and maintenance schedule is followed, up to date and to be accountable for ensuring that any actions are responded to.
2. As the main key holder, be responsible for the security of the school premises, including daily locking and unlocking. Ensuring the building and contents are secure.
3. Specific daily duties are: -
AM – Opening the site including unsetting the alarm, unlocking of gates, entrance doors and checking that the premises have not been disturbed. Preparing the school for the day with regard to lights, heating and windows.
PM – Closing the site at the end of the day, including walking the site, checking windows and patio doors are closed, lights are off and all doors are locked as required. Ensure all gate and external doors are locked and alarm is set before leaving site.
4. Maintain an up to date register of keys and share this with the School Business Manager.
5. Requesting unauthorised users of the site to leave, calling for the attendance of the police if necessary (in accordance with agreed guidelines).



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6. Be responsible for unlocking and locking school premises outside of normal school hours and unsetting and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures. To provide access to the building and grounds to authorised persons at all reasonable times.
7. Comply with all safeguarding policies and procedures for any adults visiting the school.
8. Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
9. Undertake or oversee the recording of regular checks on play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising to the school business manager.
10. Identify and report building, furniture or fitting deficiencies to the School Business Manager and undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
 - Replace light/projector bulbs and fluorescent tubes.
 - Carry out routine procedures and inspection of ancillary equipment e.g. batteries and window blinds.
11. Undertake range of handyperson duties (i.e. those not requiring a qualified craftsperson) as directed by the school business manager, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc.)
12. Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
13. Oversee the operation of the heating and lighting systems: monitoring usage and promoting energy conservation in the school. Monitor usage of fuel, electricity, water and take meter readings. Carry out frost precaution procedures.
14. Monitor, order and take delivery of goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
15. Be responsible for general cleanliness, tidiness and safety of all areas including:
 - Keeping toilets, drains, gullies and gutters clear of obstructions. Note the caretaker's direct activities are limited to situations where safe access can be obtained and suitable tools are available. Where this is not possible the caretaker is responsible for arranging the work to be completed by other competent personnel.
 - Ensuring safe pedestrian access always, including keeping paths and entrances clear of rubbish, leaves and moss, as well as gritting and snow clearing during severe weather.
 - Treating car parks and playground areas with salt/grit as appropriate.
 - Ensuring all outside areas are clean free from rubbish, leaves, moss and mud.
 - Keeping signage clean and free from algae.
 - Keeping school windows clean.
 - Checking trees for broken/ overhanging branches that could pose a safety risk.
 - Maintaining, if required, tubs and planters around school.
16. Monitor the standards of cleaning in the buildings, including emergency cleaning and covering in the absence of cleaning staff.



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17. Regularly clean designated areas of the school building and grounds according to instructions and generally using appropriate machinery.
18. Make appropriate arrangements for the collection of school waste, including emptying school bins, disposal of all rubbish and cleanliness of dustbin areas.
19. Deep cleanse carpets at least once per year.
20. Deep clean the school hall including polishing the floor half termly.
21. Power wash the foundation stage patio area at least once per term.
22. Power wash classroom chairs/dining room furniture at least once per year.
23. Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available
24. Without direct instruction, set out/put away furniture for school events/breakfast clubs and undertake general portorage as required by the Senior Leadership Team.
25. Undertake grounds maintenance duties, e.g. grass cutting, hedge trimming, shrub pruning, weeding & clearance of leaves, maintaining of flower beds, ensuring paths are clear and removing any debris created from site.
26. Undertake grounds man duties e.g. over-marking of sports areas.
27. As part of the school team ensure all areas of the school are kept tidy and clean to a high level of cleanliness.
28. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Senior Leadership Team.

HEALTH & SAFETY

29. Comply with the requirements of Health and Safety at Work regulations.
30. Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
31. Cooperate with the school to ensure that Health and Safety responsibilities are carried out
32. Perform duties in line with health and Safety and COSHH regulations and act where hazards are identified, reporting serious hazards immediately to the Headteacher or other senior person.

RESOURCES

33. Safely use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary.
34. Seek out new resources that will improve the cleanliness and enhance the school.
35. Understand how to operate school alarm systems. Training will be arranged as necessary.



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KNOWLEDGE & SKILLS

36. Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements.
37. Some lifting is required. Routine cleaning may include the safe movement and handling of cleaning equipment, machinery and school furniture.

SUPERVISION & MANAGEMENT

38. The post holder will often be required to work without direct supervision e.g. during school holidays, following lone working guidelines as necessary.
39. The post holder will be responsible for supervising and having oversight of the work of the cleaner(s).

KEY CONTACTS & RELATIONSHIPS

40. Daily contact with the School Business Manager or other nominated staff.
41. Attend weekly staff briefing on diary dates.
42. Build positive relationships with school staff, responding willingly to reasonable requests for assistance.
43. To support the school beyond designated finishing time e.g. for school community events, including, PTFA activities and lettings.
44. Flexibility of hours to accommodate lettings.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and equal opportunity, information security, financial regulation standing orders, the health and safety at work act (1974), and subsequent health and safety legislation.
2. These duties and responsibilities should be regarded as neither exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.