

JOB ACCOUNTABILITIES

Job Title: Caretaker L2	Job number / Grade ED/ Scale 2c sp 3-4
Directorate : Education	Unit: Schools

JOB PURPOSE

Under the direction of the School Business Manager and Head Teacher undertake general maintenance and cleaning duties in order to ensure that school buildings and the school site are maintained to a high standard and are secure.

SCOPE OF JOB (Budgetary/resource control, impact)

- Size of site: Wessex Primary School and onsite Nursery; buildings and grounds, including car park.
- Operates during and outside of school opening hours. On call for out of hours emergencies and alarm calls 24 hours per day, 7 days a week.
- Works both indoors and within the school grounds throughout the year.
- Works with commercial cleaning/ maintenance materials, which require appropriate handling and application. Uses equipment such as floor polishers, drills, electric saws etc.
- Required to move furniture incl. heavy items. Majority of working day is spent undertaking physical activities.
- Variety of contacts including Head Teacher, School Business Manager, staff, pupils, contractors and suppliers. Will be liaising with contractors whilst on site to ensure their safety and that of staff and pupils in maintained and that disruption to the daily routine of the school is minimised. May have to deal with conflict situations out of hours e.g. groups of youths accessing the school grounds etc
- Supervise Cleaner in Charge/Cleaners and/or cleaning contractors.
- Ensures that the physical school environment is maintained to a standard that allows the school to function on a daily basis.
- Plays a key role as a point of contact with the community/school neighbours, as contact is often made with the post holder first where problems exist.
- The post holder will acquire knowledge and information about staff and pupils through their day to day contact and must be discrete and maintain confidentiality at all times.

POSITION WITHIN UNIT STRUCTURE

Reports to School Business Manager

KNOWLEDGE, SKILLS & EXPERIENCE

Able to undertake minor maintenance activities such as repairs, painting etc.

Able to juggle conflicting priorities in a busy and hectic environment.

Supervisory skills as appropriate

Must be physically fit, able to bend, lift and use step ladders.

JOB ACCOUNTABILITIES

Security

Responsible for the security of the premises – locking and unlocking doors, gates and windows. Alarming and deactivating alarms appropriately and according to the daily schedule.

Ensure that the buildings and school site are secure, particularly out of school hours, in order to prevent unauthorised entry and potential damage/theft. To take remedial action where required, dealing with any potential security breaches. This will include being on call for emergencies/alarm calls.

Arrange for regular security checks and risk assessments to be undertaken and advise on how risks can be minimised.

Manage fire safety equipment, provision and scheduling fire drills.

Liaise as appropriate, with external agencies such as police, fire brigade, general contractors, RBWM etc.

Provide access to the school site outside normal school hours as required.

Maintenance

Organise and carry out various maintenance and general repairs to ensure the upkeep, safety and maintenance of the premises, in the most effective, efficient and economic manner available. This will include internal and external areas.

Arrange emergency repairs as and when required to minimise disruption to the school working day. This includes arranging annual/regular maintenance and safety checks.

Organise and carry out minor decoration and improvement programmes as agreed with the School Business Manager & Head teacher.

Agree with School Business Manager & Head Teacher daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales.

To set up and clear rooms for meetings, assemblies and examinations according to the daily schedule including operating and checking the school's sound systems. Move and deliver equipment etc to relevant areas of the school. Some heavy lifting will be required.

Liaise with contractors (inc. cleaning contractor if applicable) whilst on site checking that work is completed in line with the specification and to the required standard. Refer problems to Head Teacher.

Organise service and maintenance tenders/quotes in conjunction with the School Business Manager.

Ensure that all records and associated paperwork are complete in line with the school's requirements and to meet processing deadlines. e.g. fire alarms, legionella testing etc

Ensure that water, lighting and heating systems are maintained and operated

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Liaise with the School Business Manager regarding school activities/ functions. Prepare facilities in line with requirements.

Maintain / oversee general presentation of school grounds in line with standards agreed with the School Business Manager & Head Teacher and take appropriate remedial action.

Resources

Identify equipment and supplies required and sources, refer to the School Business Manager & Head Teacher for purchase. To maintain all tools and equipment in good repair. To ensure mechanical equipment is inspected prior to each use. To ensure power tools are inspected before use and are PAT tested as required.

To order repairs and maintenance items in liaison with the SBM.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Fire alarm must be tested weekly, normally at the same time each week from a different call point each time in rotation and results recorded. It's extremely important that this is carried out failure of this system may put staff, pupils and visitors/ contractor etc. at risk

Maintain records, information and data as appropriate. To maintain a log of all inspections and checks carried out.

Undertake safety audits of the premises including risk assessments.

Ensure lights and other pieces of equipment are in good functional order

Organisation & Supervision

Ensure satisfactory distribution, collection and dispatch of goods to and from the school to include portage duties.

Organise and participate in the movement of furniture such as chairs, sports equipment and staging etc.

Cleaning / Waste disposal

Carry out daily cleaning and ad-hoc duties, as well as emergency cleaning duties such as gritting and cleaning up spillages.

Takes responsibility of the maintenance of cleaning tools and products. Including arranging replacements and ensuring good stock levels.

Supervise and train Cleaners, ensuring staff understand priorities.

To place orders for items of housekeeping ensuring stock levels are maintained.

Top up toilet supplies in staff and student toilets.

Maintain the cleanliness and tidiness of the school and its grounds.

Be responsible for the efficient management of waste disposal; assist in the collection and disposal of waste items and ensure that the waste collection point is tidy.

Health & Safety

Daily fire safety inspection check at the start of each day that final exit door and doors leading to them are easily opened and passageways unobstructed. The daily one is normally a walk around; however, the weekly one should be recorded.

Weekly inspections should include checking that all doors forming part of the means of escape are easily and immediately available and that all means of escape routes are free from obstructions.

Keeping appropriate records, ensuring that they are available for inspection and provide returns, as required, to the School Business Manager & Headteacher, Governors and Local Authority.

The asbestos register must be signed by all contractors coming on site. This responsibility is delegated from the Headteacher either to the caretaker or someone in reception. The purpose of signing this register is to ensure that contractors and occupants are not exposed to asbestos fibres while work is being carried out.

Legionella, the control measures may include the running on a weekly basis of taps or showers at the end of pipe runs that are infrequently used, in order to flush out stagnant water.

Inventory of COSHH substances and risk assessment in place for substances used with the school environment.

During winter months to ensure the safety of children and staff by gritting the key entrance areas the night before or the morning of icy days. This also includes ensuring safe access by clearing large amounts of snow from entrance areas.

Standard Duties

To be aware of and to comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Promote and ensure the health and safety of pupils, staff and visitors at all times.

To participate in self-improvement in performance through workplace development.

To attend relevant meetings as required by the school, to include those requested by the Governing Body (termly walk about).

To treat all users of the school with courtesy and consideration and present a positive personal image, which will contribute to a welcoming school environment.

To actively promote the school's equalities and diversity policy in the workplace and in service delivery.

To play an active role in the life of school.

To have set hours of work but be flexible in these according to the needs of the schools as is

such required.

As part of this role, it may be necessary to carry out any other duties which may reasonably be required by the Headteacher or other members of the Senior Leadership Team.

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____

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