

## Caretaker Job Description



**Start Date:** September 2023

Responsible to the Business Manager and Headteacher

### Purpose of Job

To maintain a clean, hygienic, and safe environment. Ensure building fabric and services as well as grounds are safe, in good working order and provide conditions appropriate for school activities (e.g. temperature, light levels, free of litter).

To ensure a high level of security is maintained within the school building and premises.

**Grade:** 5

**Hours:** TBC

### Main Duties and Responsibilities:

#### Security of Premises

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the school site

#### Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors & undertake client role in connection with premises-related contracts
- Co-ordinate work of cleaning staff

- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions

#### Resources:

- To advise the headteacher on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

#### Organisation and supervisory:

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assisting in management, administration and operation of lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Liaise with line manager & attend meetings as required

#### General Responsibilities:

- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils (staff & visitors) at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Undertake any other duties as may be necessary from time to time within the reasonable requirement of the Business Manager, Headteacher and Governing Body, relating to the safety, security and cleanliness of the school.

#### Safeguarding

The Postholder will show commitment to the safeguarding of children and young people; and be familiar with all policies and documents which support the safeguarding of children at Woodstock CE Primary School, and work within the agreed practices:

- Safeguarding Policy and KCSIE.
- Whistle Blowing Policy
- Anti-bullying Policy
- Staff Code of Conduct
- E-Safety Policy, including Acceptable Use Policy for Staff
- Behaviour Policy
- Health and Safety Policy and procedures including Risk Assessments