

Main purposes of the job

Job title:	Caretaker	Grade: RBWM 3/4
School:	St Peter's Church of England Middle	
Line manager:	The Headteacher or School Business Manager	
Supervisory responsibility:	Cleaners	
Hours:	40 hours	

- To provide a caretaking service for the school, ensuring that the school premises are cleaned to the approved specification and taking overall responsibility for the security and day-to-day maintenance of the school site.
 - To ensure that the school provides a clean and secure environment for its staff and pupils and visitors.
 - To ensure that all duties are carried out with due diligence to health and safety procedures.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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Main responsibilities and tasks

Security

1. To ensure that the agreed procedures and systems for opening and locking the school are fully implemented.
2. To respond to emergency call-outs and take action as appropriate.
3. To check site for hazards, damages and intruders.
4. To ensure that lighting is kept in good working order.
5. Supervising contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

Cleaning Duties

6. To order and collect necessary materials.
7. Keep necessary records associated with cleaning routines.
8. Remove litter on a daily basis from the school site.
9. Remove and report graffiti to the appropriate person.
10. To ensure that all ground surfaces are safe both internally and externally.
11. Immediately spot clean spillages of liquids, solids and body waste as required.
12. Clean the toilet areas if required during the day.
13. Be aware of COSHH procedures and ensure that safe handling procedures are applied to all cleaning products.
14. To supervise the work of the cleaners and organise a rota for cleaning duties at the school if appropriate.

Porter

1. To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school. To arrange for the disposal of redundant furniture and equipment in accordance with Borough procedures.
2. Set out tables, chairs and other items as required.
3. Move furniture between rooms as required.
4. If required, cover meetings and lettings for the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting. With the prior arrangement of the appropriate person.

Health and Safety

5. To ensure caretaking duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
6. To carry out equipment testing as appropriate and report any faults to the appropriate person.
7. Carry out fire drills in consultation with the appropriate person.

Repair and Maintenance

8. To ensure alarm systems are kept in good order.
9. Carry out repairs and minor maintenance quickly and efficiently e.g. locks, windows, gutters and paintwork.
10. Immediately report any defects to the Headteacher or School Business Manager and take any remedial action if possible.
11. Report any damage or defect affecting the safety of the building and taking immediate action to make safe/secure
12. To ensure that the school is adequately heated and to control the level of heating and ventilating throughout the buildings as required by the school.
13. To assess maintenance/space needs where necessary and use initiative to take appropriate action. Meet on a regular basis and give advice and make recommendations for improvements to appropriate person.
14. Arrange for minor repairs and works to be carried out by contractors in consultation with the appropriate person and negotiate prices for such work to ensure best value for the school and attend appropriate site meetings.

To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues.

Other

1. Maintain all logs and appropriate records and actions in accordance with procedures.
2. To be able to communicate effectively both orally and in writing.
3. To meet on a regular basis with the Headteacher or School Business Manager but be able to work with minimal supervision and to given timescales.
4. To work as part of a team and form good relationships with other colleagues
5. To maintain confidentiality over matters relating to the school, pupils staff or parents.
6. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
7. To undertake broadly similar duties commensurate with the level of the post as required.
8. Actively participate in any appropriate training when required.

Signatures – line manager and job holder

Signature of Manager:

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Date:

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Signature of post holder:

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Date:

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