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**Delves Lane Primary School**

**Job Description – Caretaker**

**Grade 2**

**Responsible to: Head Teacher**

**Main Job Purpose**

To carry out a full range of duties to provide for high standards of cleanliness and general security and maintenance of school premises. To include handyperson activities and liaising with the Cleaner in Charge and school cleaning staff. This will require close working with outside contractors and external providers.

The Caretaker will be responsible for the security of the site, the premises and its contents, (including the operation of fire and burglar alarms and key-holder responsibilities), lighting, heating, maintenance and operation of plant.

This will be conducted under the general supervision of the Head Teacher or other nominated person.

**Main Responsibilities**

1. To be the main designated key holder for the school premises including during out of school hours and taking remedial action as required and ensure that building and the site are secure.

2. To be responsible for locking and unlocking school premises outside or in normal school hours and for setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.

3. To undertake regular checks on alarm systems, fire extinguishers, heating, cooling and security systems (including CCTV) and report any problems arising. Maintaining up to date COSHH risk assessments, site risk assessments and relevant paperwork/systems

4. To arrange regular maintenance and safety checks to include indoor and outdoor equipment (including play equipment)

5. To identify and report building, furnishing or fitting deficiencies to the Head Teacher and to undertake any remedial action. This may involve obtaining quotes or arranging emergency repairs for external contractors.

6. To undertake a range of handy person’s duties as directed by the Head Teacher to contribute to the maintenance of the school premises, e.g. painting and decorating, repairs to equipment and improvements, fitting shelves or noticeboards, construct resources for school and OPAL provision.

7. To escort contractors to site of repairs and maintenance and when appropriate monitor the safety of their working practices/quality of work and ensure work is completed to the required standards and within required timescales.

9. To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required.

10. To monitor usage of fuel, electricity, water and take meter readings as required.

11. To be responsible for general tidiness and safety of the outside areas; to keep surface drains free of obstruction, to ensure the site is litter free, to ensure pedestrian access and parent, pupil and staff safety in periods of severe weather conditions, treating main entrances, paths, car park and yard areas with salt/grit as appropriate.

12. To maintain staff and pupil cloakroom and toilet facilities in working order and ensure that appropriate supplies of consumable are available. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets.

13. To set out/put away furniture for school events and undertake general porterage as required by the Head Teacher.

14. To make appropriate arrangements for the collection of school waste.

15. As required, cleaning of designated areas of the school building and grounds according to instructions (including but not limited to jet washing the EYFS area, OPAL area, at least half-termly as a minimum and hall to be buffed and washed on a weekly basis).

16. Monitor the work of and oversee cleaning staff duties.

17. To facilitate any lettings and carry out associated tasks in line with local agreements and to be available and to attend for the purpose of lettings for school use (e.g. Governors' meetings, open evenings, school plays, holiday club activities, after school childcare, etc.)

18. To ensure that all the exterior surfaces, including any artificial areas, are kept in a clean and tidy condition, including the emptying of litter baskets daily, the cleaning of drains and gullies as required and salting and de-icing of hard surface areas during the winter months and assist with moving of snow to ensure access to the premises. To attend to refuse bins and the maintenance of an orderly boiler house area. Also to ensure that the site is free from animal fouling. That the school frontage is clear of any animal fouling or glass (these elements may be delegated to other staff as required).

19. To be able to get to the site in all weather conditions. To work in adverse weather conditions.

20. To undertake regular checks of school equipment and the general site.

21. To be committed to assisting the OPAL Leader with our OPAL provision, through checks on and repairs to equipment and constructing play resources.

**Health and Safety**

* Comply with the requirements of the Health and Safety at Work Regulations
* Take reasonable care for the Health and Safety of yourself and others
* Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
* To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head

Teacher or other nominated person.

* Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with Fire Safety Regulations) and equipment. This includes daily checks of our OPAL provision.

**Resources**

Ensure the operation and maintenance of specialised equipment following training if required. Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and some chemicals will be used on a regular basis. Basic understanding of the operation of the schools alarm system and heating system will be required. Training will be arranged as necessary.

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

**Knowledge and Skills**

Willingness to undertake training.

**Supervision and Management**

The post holder will often be required to work without direct supervision i.e. during school holidays and follow ‘lone working’ guidelines.

**Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

**Key Contact and Relationships**

Contact with the Head Teacher or other nominated staff as required and daily contact with members of the cleaning staff. General contact with other school staff and suppliers.

The caretaker is expected to attend any training/meetings required in order to satisfactorily carry out any of the above requirements.

In addition to the general tasks, some lifting is required. Routine tasks may include the movement and handling of equipment, machinery and school furniture.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.