

CARETAKER/CLEANER JOB DESCRIPTION

**SALARY:** GRADE 2

HOURS: 37 HOURS PER WEEK

WORKING HOURS MONDAY TO THURSDAY WILL NORMALLY BE:

 7.00 a.m. – 11.00 a.m.

 2.30 p.m. – 6.00 p.m.

 FRIDAY

7.00 a.m – 10.30 a.m

 2.30 a.m – 6.00 p.m

The timing of the working hours are subject to change seasonally.

**Responsible to:** Head Teacher**/**School Business Manager

**Responsible for:** Providing a warm, safe, clean and secure environment in which

 children and staff can work effectively together.

**Main Job Purpose**

* To carry out the general functions as specified in the Caretaking Staff Handbook and also any other duties as the Head Teacher/School Business Manager may reasonably request from time to time.
* To provide some supervision of other cleaning staff and ensure that the school premises are cleaned to a very high standard in accordance with the cleaning specification.
* To advise the Head Teacher/School Business Manager when the need arises for repairs and maintenance to the premises and furnishings to ensure safe conditions at all times.
* To ensure the general security and maintenance of the school's premises and grounds.
* To carry out basic repairs and maintenance, undertake general porterage duties, and have a commitment to energy efficiency and recycling.

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

**Main Responsibilities and Caretaking duties in relation to;**

**THE BUILDING**

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.

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 persons duties as directed by the Head Teacher to contribute to the maintenance of the school premises, e.g. remedial painting and decorating, repairs to fittings and small scale improvements, fitting shelves or noticeboards.

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.

8. To ensure that adequate supplies of fuel and water are available at all times.

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 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. Monitor the work of and supervise cleaning staff.

16. Handle small amounts of cash for the purchase of materials to carry out repairs.

17. To facilitate any lettings and carry out associated tasks in line with local agreements.

18. Keeping the plant room tidy and accessible.

19. Ensuring that the heating system is operating efficiently within the school.

20. Replacement of light bulbs or fittings.

**OUTSIDE DUTIES**

1. Ensuring that all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement.
2. Sweeping pathways around school.
3. Ensuring that grassed areas are free from glass/debris.
4. Ensuring that all drains, gullies and guttering are free flowing and clean.

**GENERAL MAINTENANCE AND PORTERAGE**

Carrying out repairs and maintenance which are not beyond the scope of a competent

DIY person:

* Carry out minor plumbing repairs.
* Unblock sinks, hand basins, and toilets.
* Replace tap washers.
* Fit and refit coat hooks, shelves, display boards and notice boards.
* Carrying out minor gardening duties as required.
* To carry out minor painting works as required.
* Arrange emergency repairs if necessary.
* Move furniture and equipment around the school premises as required.
* Prepare the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring fire exits etc. are clear.
* Receive inward delivered goods and assist with unloading/storing as required.

**CLEANING**

1. Regular, thorough cleaning of designated areas of the school building and grounds to a very high standard and according to instructions.
2. Within daily cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of school furniture.
3. Deep cleaning takes place during school holidays, where lifting of furniture will be required. This must be done according to health and safety guidelines.

**HEALTH AND SAFETY**

1. Comply with the requirements of the Health and Safety at Work Regulations
2. Take reasonable care for the Health and Safety of yourself and others
3. Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
4. 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.
5. Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with Fire Safety Regulations) and equipment.
6. Checking that electrical equipment, heaters etc. are switched off before locking up.
7. Ensuring safe storage of equipment and materials.
8. Attending appropriate Health and Safety training courses when required.
9. Snow clearing and salting paths etc. as required.
10. Replenishing soap, paper towel and toilet tissue dispensers daily.
11. Reporting all accidents to the Head Teacher.
12. Check fire equipment and regularly test alarms. Take part in fire drills.
13. Arrange regular maintenance and safety checks.

**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 school’s alarm system and heating system will be required. Training will be arranged as necessary.

**KNOWLEDGE AND SKILLS**

Willingness to undertake training.

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

**ADMIN**

1. Record meter readings (gas, electricity, water) on a weekly basis for returns to

 County Hall – conserve energy.

1. Requisition of approved cleaning materials, toilet tissue, soap, paper towels, light

 bulbs and any other necessary equipment or materials.

1. Handle small amounts of cash for the purchase of materials to carry out repairs.

**SUPERVISION**

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

1. Supervise cleaning staff to ensure safe working routines and maintenance of

 standards, reporting any problems to the Head Teacher.

1. Oversee site maintenance contractors, checking that work is completed to required

 standards and within required timescales.

**ROLE WITH CHILDREN**

1. The caretaker is expected to support the School's Behaviour Policy, rewarding

 appropriate behaviour and making relevant staff aware of inappropriate behaviour.

1. The caretaker is expected to follow school policy regarding care, control and

 supervision of our children.