

ROOKHOPE PRIMARY SCHOOL

JOB DESCRIPTION – CARETAKER/CLEANER

**SALARY: Grade 1 SCP 3** £18,562 Pro rata

HOURS: 20 HOURS PER WEEK

 WORKING HOURS WILL NORMALLY BE:

 7.15a.m. – 9:15 am (Monday - Friday)

 3.30p.m. – 5:30pm (Monday - Friday)

**RESPONSIBLE TO:** HEAD TEACHER

**RESPONSIBLE FOR:** **Providing a warm, safe, clean and secure environment in which children and staff can work effectively.**

# **MAIN PURPOSE OF THE JOB**

To carry out the general functions as specified in the Caretaking Staff Handbook including cleaning and also any other duties as the Head Teacher may reasonably request from time to time.

Ensure that the school premises are cleaned in accordance with the cleaning specification.

To advise the Head Teacher 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 safety of the school's premises and grounds.

To undertake general porterage duties.

To carry out first line repairs and maintenance.

To have a commitment to energy efficiency.

## SPECIFIC DUTIES

1. **SECURITY OF PREMISES**

1.1 Daily locking/unlocking of gates, doors and windows.

1.2 Daily setting/unsetting of alarm system.

1.3 Act as designated keyholder for the school premises/attend call outs at unsociable hours and weekends

1.4 In emergencies, securing the premises e.g. boarding up windows etc., liaising with police and requesting necessary repairs.

1.5 Ensuring the security of the premises if they are used after hours.

 **CLEANING**

2.1 To clean the whole school in accordance with the cleaning specification.

3. **HEATING**

3.1 Operating heating plant to maintain required temperature in the school and to ensure that an adequate supply of hot water is available.

3.2 Carrying out routine procedures of inspection and maintenance in line with the manufacturer's instructions and those of the Property Services Department Maintenance Officer.

3.3 Carrying out frost/holiday procedures when necessary.

3.4 Keeping the boiler house tidy and free from combustible materials.

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

4. **HEALTH AND SAFETY**

4.1 Checking premises and equipment daily for damage/wear and tear and reporting to the Head Teacher.

4.2 Checking that electrical equipment, heaters etc. are switched off before locking up.

4.3 Ensuring safe storage of equipment and materials.

4.4 Ensuring that protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with Health and Safety requirements.

4.5 Attending appropriate Health and Safety training courses when required.

4.6 Snow clearing and salting paths etc. as required.

4.7 Replenishing soap, paper towel and toilet tissue dispensers daily.

* 1. Reporting all accidents to the Head Teacher.
	2. Check fire equipment and regularly test alarms. Take part in fire drills.

4.10 Arrange regular maintenance and safety checks; daily, weekly, termly.

5. **ELECTRICAL**

5.1 Replacement of light bulbs, starters and cleaning/replacement of light fittings.

5.2 Visually checking plugs, fuses and wiring on electrical appliances as required.

5.3 Fitting/refitting 3 pin plugs where necessary.

5.4 Reporting any major electrical faults to the Head Teacher.

6. **GENERAL MAINTENANCE.**

* 1. Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person:

● Unblock sinks, hand basins, toilets (urinals and W.C. pans) and waste taps;

● Replace tap washers, check and adjust ballcocks;

● Lubricate door and window furniture;

● Fit and refit coat hooks, shelves, display boards and notice boards;

● Maintain and repair curtain fittings;

● Carry out minor plumbing repairs.

* 1. Carrying out minor gardening duties as required i.e. perimeter weeding, leaf removal etc to keep the site clean and tidy.
	2. To carry out minor painting works as required.

6.4 Arrange emergency repairs if necessary.

7. **OUTSIDE DUTIES**

7.1 Ensuring that all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement.

7.2 Sweeping pathways around school.

7.3 Ensuring that grassed areas are free from glass/debris.

7.4 Ensuring that all drains, gullies and guttering are free flowing and clean.

7.5 Removing or painting out all forms of graffiti as necessary.

8. **PORTERAGE**

8.1 Moving furniture and equipment around the school premises as required.

8.2 Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring fire exits etc. are clear.

8.3 Receiving inward delivered goods and assist with unloading/storing as required.

9. **ADMINISTRATION**

9.1 Recording meter readings (gas, electricity, water) on a weekly basis for returns to County Hall – conserve energy.

9.2 Requisition of approved cleaning materials, toilet tissue, soap, paper towels, light bulbs and any other necessary equipment or materials.

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

10. **SUPERVISORY DUTIES.**

10.1 Oversee site maintenance contractors, checking that work is completed to required standards and within required timescales.

1. **HOLIDAY ENTITLEMENT**
	1. 26 days holiday per year rising to 31 days after five years of service, of which a maximum of 3 weeks can be taken during school summer holidays.
	2. Holiday to be taken in school holidays.

12. **CARETAKER'S ROLE WITH CHILDREN**

12.1 The caretaker is expected to support the School's Behaviour Policy, rewarding appropriate behaviour and making relevant staff aware of inappropriate behaviour.

12.2 The caretaker is expected to follow school policy regarding care, control and supervision of our children.

12.3 The caretaker is expected to follow the school policy regarding safeguarding of our children.

### The above appointment is subject to a six-month probationary period.

**PROTECTIVE CLOTHING**

You will be issued with protective clothing provided by the school i.e. overalls, body warmers, rubber gloves and you must wear these items for your protection. You are to be responsible for laundering, repair etc. of protective clothing.

**ANNUAL LEAVE**

To annually submit a list of required holidays to the Head Teacher. If a dispute arises, items will be determined by the Personnel Sub-Committee of the Governing Body of the school who will afford you an individual right of appeal.

**LEAVE OF ABSENCE**

All matters relating to leave of absence will be dealt with by the Head Teacher and/or the Governing Body of the School.

**OTHER**

You will be entitled to sufficient training in order to ensure a clear understanding of these duties.

Any other cleaning duties as directed by the Head Teacher

It may be necessary to amend this job description at any time in the future, but only after discussion with you and your appropriate trade union representative or friend.