



Chester-le-Street CE Primary School

Job Description

Post Title:	Caretaker
Responsible to:	School Business Manager
Salary:	Grade 2 (£12604-£12853 pro rata) 25 hours per week plus additional out of school hours/weekends to facilitate lettings

Job Purpose

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

The Caretaker will:

1. Ensure that buildings and the site are secure, including during out of school hours and holiday periods and take remedial action if required
2. Act as the designated key holder for the school premises
3. Operate and regularly check systems such as heating, cooling, lighting and security (including alarms)
4. Undertake minor repairs and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
8. Monitor consumables and stock and/order supplies
9. Undertake general portage duties, including moving furniture and equipment within the school
10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.

Individuals in this role may also:

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
2. Monitor the work of and manage cleaning staff
3. Facilitate lettings and carry out associated tasks, in line with local agreements

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



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The list of duties is illustrative of the general nature and level of responsibilities of the role. It is not a comprehensive list of all tasks that the Caretaker will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.