

FELLSIDE COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION – School Caretaker



Grade: C

Responsible to: Head Teacher

Hours of Duty: 35 hours per week determined by the Head Teacher

Duties and Responsibilities:

The Caretaker is responsible to the Head Teacher for carrying out the following duties:

1. Routine and non-routine opening of the premises and grounds.
2. Sharing responsibility for the security of the premises and their contents including custody of the keys and operation of alarm systems, taking whatever action is deemed necessary following a break-in.
3. Acting as a key holder for the school for call outs.
4. Providing access to the school in the event of snow, minor flooding or similar situations – including the gritting of external surfaces to address slipping hazards.
5. Ensuring that the premises and its furnishings within the designated area of responsibility are cleaned and made safe according to the Local Authority's standards and methods.
6. Ensuring that the school grounds are clear of litter, leaves and other hazards to the health and safety of children, staff, parents and visitors to the school.
7. Ensuring that all the drains and gullies are free flowing and clean.
8. Carrying out routine procedures or inspections of ancillary equipment such as checking automatic pumps, heating controls etc. and reporting to the Head Teacher any concerns to allow further specialist checks to be carried out.
9. Operating the heating plant so that certain temperatures are maintained in the school and that an adequate supply of hot water is available.
10. Carrying out frost precaution procedures
11. Carrying out the procedures in the event of fire, flood, breaking and entering, accident or major damage.
12. Undertaking monthly water hygiene temperature monitoring check and recording in the logbook.
13. Carrying out weekly fire alarm and monthly emergency lighting checks and recording in the logbook.
14. Carrying a monthly visual inspection to check that fire extinguishers are in place and have not been tampered with, and record in the fire logbook.
15. Carrying daily visual checks of playground, field, play equipment and classrooms.
16. Ensuring lightbulbs, fluorescent tubes and starter switches etc. are changed as necessary and that fittings and shades are checked regularly.
17. Carrying out minor and temporary repairs and act as a 'handyperson' around the school
18. Dealing with enquiries from school staff, employees of the LEA, workmen and contractors and members of the public – where necessary, referring the enquirer to the Head Teacher.

19. Notifying school of any repairs or maintenance work required at the premises which are beyond the competence of the caretaking staff, advising administrative staff of work that is required. (This may also involve assessing priority of the work). Directing workmen and contractors to the sites of repair/maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
20. Ensuring all school entrances/exits and public areas are clear and accessible, and ensuring that all public spaces are fit for purpose.
21. Undertaking minor window cleaning as requested.
22. Collecting and disposing of all waste, refuse and surplus materials in liaison with the Office Manager.
23. Taking delivery of stores, materials and other goods, storing them appropriately and keeping records of stock. Ensuring that adequate supplies of cleaning materials are available (including making out requisitions for stores).
24. Ensuring that all caretaking equipment is in a safe and working condition.
25. Preventing trespass to the school premises or grounds, and ensuring that unauthorised parking of vehicles does not occur.
26. Supporting the Head Teacher and Office Manager in respect of the management of asbestos.
27. Ensuring Nursery class milk is distributed and disposed of appropriately.
28. Uphold the Council's 'no smoking' policy.
29. Supporting the Head Teacher and Office Manager in respect of the management of health and safety.
30. Monitor and liaise with the grounds maintenance contractor to ensure school grounds are maintained to a high standard.
31. Supporting the Head Teacher with the formulation of Risk Assessments.
32. To attend related training as needed.
33. To carry out the 'reasonable instructions' of the Head Teacher.
34. To uphold the School's policies on safeguarding.