

**Job Description for the position of Caretaker**

**Salary Scale: Grade 2**

**Hours – 15 hours per week, term time plus 10 days**

**7.00am – 10.00am (Monday to Friday)**

**Responsible to :** School Business Manager

**Key Duties**

• Work alongside and supervise/organise work of cleaning staff to ensure cleaning services are delivered to the required standard; undertake cleaning of allocated areas in line with specified standards

• Maintain the grounds in line with health and safety requirements, undertaking checks, cleaning, maintenance and repair, including gritting and snow clearing in line with school policies

• Operate and check systems for heating, cooling, lighting and security (including alarms and fire alarms

• Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training

• Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser

• Undertake minor repairs and maintenance of the buildings and site

• Ensure self and other cleaning staff operate and perform duties in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to senior staff immediately

• Collect and dispose of waste

• Refill and replace soap, towels and other consumables.

• Act as designated keyholder, responding to calls outside of normal working hours; ensure the school site is safe and secure

• Provide access to premises in emergency situations such as flooding

• Supervise/undertake specialised cleaning programmes during school closures or other designated periods

• Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales

• Undertake general portage duties, including moving furniture and equipment around the school premises as required; preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables, stage equipment, and ensuring fire exits etc. are clear.

• Carry out routine procedures of inspection and maintain inspection records as required and in line with Health and Safety requirements, e.g. legionella, fire alarms, premises and grounds checks, emergency lighting, ladders, electrical checks, etc.

• Undertake duties in line with school policies and procedures, particularly for Safeguarding purposes

* Any other cleaning duties as directed by the Head teacher and/or School Business Manager.

PROTECTIVE CLOTHING :

You will be issued with protective clothing provided by the school i.e. overalls, rubber gloves and you must wear these items for your protection. You are to be responsible for laundering, repair etc. and the Head Teacher will decide when articles need replacing. In the case of body spillage’s protective clothing will be supplied.

ANNUAL LEAVE :

To annually submit a list of required holidays to the School Business Manager, to be taken within the School holiday periods.

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