

Job Description

Post Title: Caretaker

Grade: Scale 3

Department: Schools

Directorate: C&YP

Responsible to: Headteacher

Responsible for: None

Functional links with: Senior Managers in school / The Council

Main purpose of the job:

The Caretaker will be responsible to the Headteacher for the maintenance of the school buildings and grounds. The Caretaker will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating, cleaning of a designated area and portorage duties. In addition, the Caretaker will be expected to supervise the work of the Cleaner.

Major Duties and Responsibilities:

1. Management
2. Buildings
3. Building Maintenance
4. Grounds
5. Energy Management

Resources:

The post holder will be responsible for plant, equipment, cleaning materials, school keys and personal protective equipment.

Job Activities:**Management**

1. To establish appropriate work patterns, targets and schedules for the site management team.
2. To assist in the recruitment and selection procedure for site management staff.

Buildings

1. To clean a designated area in accordance with the Authority's approved methods, frequencies and standards.
2. To assist the Headteacher in monitoring the cleaning standards achieved outside contractors on site.
3. To ensure that the premises are kept secure and safe. Including locking & unlocking building and ensuring the alarm is activated & deactivated & premises are secured.
4. To undertake handyperson duties as appropriate.
5. To undertake portage duties.

Building Maintenance

1. To undertake regular inspections of the premises to determine the need for repair and maintenance work.
2. To keep appropriate documentation and records of repairs.
3. To monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.

Grounds

1. To ensure that the grounds maintenance works are fully completed.
2. To keep appropriate files to record this.
3. To ensure that the school grounds are free from litter.
4. To monitor the condition of the school fences and gateways and to take appropriate action, with the Headteacher's approval, to repair and improve the perimeters.

Energy Management

1. To monitor the fuel used in the school buildings.
2. To record energy readings for billing.

General

1. To receive in-coming telephone calls during non-office hours and school holidays.
2. To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
3. To ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
4. To liaise with outside contractors to ensure agreed works are carried out efficiently particularly at times when they operate out of school hours including school holidays.
5. To undertake as appropriate paperwork in connection with any of the duties listed above.
6. To be a member of the school's Health and Safety Committee.
7. To undertake such other duties related to the post as may be assigned from time to time.

Signed by:**Post holder:****Date:****Line manager:**