**CARETAKER JOB DESCRIPTION**

**PERMANENT**

**37 HOURS PER WEEK FULL TIME/FULL YEAR CONTRACT**

**SCALE 3 £23,500 - £23,893 PER ANNUM**

**Main Purpose of the Job**

The Caretaker will be responsible to the School Business Manager for the security, maintenance and cleaning of the school buildings and grounds. The Caretaker will be a key holder for the school and be responsible for the security of the premises and its contents including the operation of fire and burglar alarms, lighting, heating, cleaning and porterage duties.

**Major Duties and Responsibilities**

1. Buildings & Grounds - security and cleaning
2. Building Maintenance
3. Lettings
4. Other duties

**Job Activities**

1. **Buildings & Grounds**

* To ensure that the building and grounds are kept secure and safe, including unlocking and locking the gates and building on a daily basis, ensuring the alarm is activated/deactivated and the premises are secure.
* Respond to alarm/security issues.
* To clean the school in accordance with the authority’s approved methods, frequencies and standards, including, hoovering classrooms, offices and corridors and maintaining the hall floor.
* To be responsible for rubbish removal and recycling from all classrooms, offices and playground.
* To manage a budget and order cleaning materials/sundries as required and inform the School Business Manager of these orders.
* To undertake porterage duties as required (including moving furniture, equipment, etc).
* To ensure that the grounds are tidy and free from litter.
* To be responsible for storing all cleaning chemicals in accordance with COSHH guidelines.
* To monitor the condition of school fences and gateways and take appropriate action to repair when necessary.
* To collect and assemble all refuse for removal.
* Ensure the school grounds are free of litter and graffiti.

1. **Building Maintenance**

* To undertake regular site inspections, identify and record repair and maintenance requirements and undertake general maintenance and repair duties which do not require a specialist contractor.
* Report the need for maintenance/repairs to the School Business Manager/school contractors as required.
* To organise and carry out planned works such as redecoration and other improvement works.
* To undertake regular inspections of the premises and to carry out boiler checks, where necessary, in the school holidays.
* To carry out weekly fire alarm checks and record them.
* To accompany/assist external contractors whilst on school premises.

1. **Lettings**

* To undertake appropriate pre-agreed overtime duties (if necessary) related to the use of premises outside of normal working hours.
* To deal with members of the public on site during lettings.

1. **Other duties**

* To identify any potential Health & Safety risks and report to the School Business Manager and to assist in Health and Safety Audits.
* To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use.
* To ensure safe keeping of the keys both on and off site.
* To be the first point of contact, if necessary, should the intruder alarm be activated during the night or the school holidays.
* To assist in setting up/clearing away the school hall for meetings/events.
* To complete administrative/clerical duties connected with caretaking and cleaning service, e.g. order forms; health and safety records; fire checks, etc.
* To undertake any necessary training.
* To undertake any other duties related to the post as necessary.