

## Caretaker - Job Description



**Responsible to:** Headteacher/School Business Manager

**Job purpose:** To provide efficient and effective janitorial and cleaning support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems operate at optimum efficiency.

**Additionally, the post holder will be expected to observe safe working practices in carrying out the required duties and ensuring adherence to Health & Safety policy and procedures including instructions specified by technical consultants, contractors and manufacturers.**

### Duties and Responsibilities - Specific

- To be a responsible key-holder for the site responding to emergency call-outs as necessary.
- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the Principal/School Business Manager.
- To be responsible for maintaining the security of the premises and its contents in accordance with the school's current requirements, including locking and unlocking the premises, operating the intruder alarm system and monitoring CCTV as required.
- To clean light fittings and to test lighting systems weekly, replacing where necessary, minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen, grease traps, etc. and clean up spillages as required.
- To ensure that gullies, drains, etc. are kept free from debris and that the school and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow-clearing, gritting).
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- Ensure all waste is disposed of in accordance with recycling guidelines and have bins ready for collection as per predetermined schedule.
- To be on 'Gate Duty' twice daily, locking/unlocking at set times, ensuring safe parking and efficient flow of traffic at drop of points.
- To undertake porter tasks as required, including the setting up and clearing away of heavy furniture for assemblies, dinners, examinations, school events, etc. and the daily delivering of parcels to different locations within the school.
- To ensure all external school grounds and play areas are checked and free from any hazardous items on a daily basis prior to school opening.
- To maintain and keep clean all external areas of the school including all landscaped areas.
- To assist with school 'lettings' and carry out associated clerical tasks.
- To undertake handyperson duties as directed by the Principal/School Business Manager as outlined below:
- Painting and decoration - temporary making good of colour wash, e.g. when cabinets are moved, blotting out of graffiti, etc. Making good of paintwork, e.g. touching up scratch damage.

- Joinery - first line maintenance of fixtures and fittings, e.g. tightening screws on desk hinges, window hinges and door handles. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings, e.g. replacing locks, minor repairs to furniture, replacing door and window catches. Minor improvements such as the erection of small shelves, display and notice boards and other minor joinery projects.
- Plumbing - unblocking sinks, traps and waste pipes. Adjustment and washer replacement of taps. Remedial action to minor leaks.
- Glazing - Remedial action after break-ins, vandalism e.g. boarding-up broken windows.
- To monitor stock levels of janitorial supplies and arrange to replenish stock in accordance with current procedures.
- To perform routine health and safety checks relating to the premises, e.g. regular legionella testing, weekly call point testing, monthly emergency lighting testing.
- To maintain appropriate records including fire alarm log book, intruder alarm logbook, legionella test log book, repair orders and heating system record book.
- To report emergencies in the case of faults with gas, electric and water supply to the Principal/School Business Manager and report minor faults on site to the School Business Manager.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric, water) and monitor any work being carried out within the postholder's area of responsibility.
- To carry out staff training as necessary.
- The cleaning of the premises, when required.
- To organise and undertake on a pre-planned basis, the resealing and polishing of floors, washing of walls to a height no greater than body height plus arm's extension from floor level and cleaning of furniture during the school's holiday periods.
- To clean the internal face of external windows and doors and other internal glass within the limitations of safe working practice.

### **Duties and Responsibilities – General**

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. It will be necessary to work with information technology and associated systems in accordance with school policies.
- To co-operate with the school in complying with relevant up to date health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the school's environmental policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

This job description details the way in which the caretaker is expected and required to perform and complete the particular duties as set out above.

F Y Choudry  
Headteacher