

BLAKEDOWN C. E. PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: Caretaker

Post Grade: Term time only + 30 hours in holidays

Responsible to: Headteacher

MAIN PURPOSE OF THE POST

1. To maintain a clean, attractive, secure and welcoming site through a process of regular cleaning and routine and scheduled maintenance of buildings, grounds, fixtures and fittings.
2. To help maintain the fabric of school buildings.
3. To ensure that a high level of security is maintained.
4. To contribute to the overall ethos, work and aims of the school.

MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for the security of the premises and its contents in the absence of the Headteacher and Deputy Headteacher or any other designated responsible person.
2. To undertake basic handyperson duties as necessary (e.g. replacing light bulbs, securing broken windows and doors, touching up paintwork, minor fixes to broken items.)
3. To act as the keyholder and to be available for 'callouts' out of normal working hours.
4. To ensure that the school is unlocked before the school day begins and secured afterwards.
5. Periodically clean bins and remove waste to and from designated areas for bin collections.
6. To report on the quality of any cleaning undertaken by contract cleaners.
7. To set out and clear away tables and chairs in the school hall.
8. To undertake a reasonable number of lettings as agreed in advance with the Headteacher.
9. To monitor the levels of supplies and equipment and report to the finance officer.
10. To cooperate with any reasonable request for changes to daily work routines, to assist the smooth running of the school.
11. Ensure that all materials and equipment are used in a safe, environmentally friendly and proper manner, following all guidelines and specifications carefully, reporting any breakdowns in equipment to the Headteacher promptly. Have special regard to energy conservation.
12. Manage statutory fire and water safety checks including alarm testing (fire and security) and ensure that all identified health and safety issues are dealt with as quickly and

effectively as possible. Responsible for reporting to the Headteacher any situation which potentially poses a danger to any pupil or member of staff in school.

13. To clear paved areas and playgrounds (i.e. picking up litter and emptying litter bins and clearing grids). Ensure that outside areas are free of obstructions and are safe for pedestrian use.
14. Work effectively and in co-operation with all other staff in the school, using own knowledge and skills to contribute positively to the overall welfare of the school and its pupils.
15. Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of pupils.
16. Manage the operation of the school heating systems; ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation, working alongside our current heating contractors.
17. During working hours, accompany contractors and others service providers to required locations on the school site, monitor the safety of their working practices and inform the Headteacher where there are concerns about the quality of their work or the service being provided.
18. To undertake portering duties as required.
19. To clear up any hazards to pupils and staff (i.e. broken glass).
20. To comply with the requirement of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of self and for others affected by work and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
21. To undertake any other relevant duties, as required, within the remit of the post and attend any meetings and training courses that may be available which are applicable to the post.
22. To carry out any other duties as are deemed necessary within the remit of the post.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually.

Signed: Date