



SCHOOL CARETAKER – JOB DESCRIPTION

BROAD DESCRIPTION:

Works under broad direction and laid down procedures. Responsible for managing caretaking services to all buildings and grounds forming the school site, ensuring a safe and secure environment. Has responsibility for undertaking minor or temporary maintenance and repairs. Has the responsibility of supervising cleaning staff. Responsible to the Head teacher or nominated representative, for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: The post supervises, checks work, instructs or trains a small number of staff.

Responsibility for physical resources: The post has considerable responsibility for cleaning, maintenance and repair of a range of equipment or buildings and / or responsibility for security of buildings.

TYPICAL TASKS

Security:

- Carry out security procedures for the school buildings and grounds
- Routine and non routine opening and closing and security of premises and grounds
- Take action to prevent trespass on the premises
- Ensure unauthorised parking of vehicles does not occur
- Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning:

- To carry out cleaning duties and oversee the work of cleaning staff, ensuring the premises and furnishings are cleaned in accordance with the school's/authority's standards
- Carry out regular cleaning inspection and maintaining log sheet
- Ensure floors are stripped and retreated at appropriate intervals
- Order cleaning materials and equipment
- Maintain time book, fill in claim forms etc

Maintenance:

- Ensure that site is maintained and fit for purpose
- Carry out minor maintenance work and repairs
- Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff
- Check for and report damage as appropriate
- Direct contractors to sites of repair and maintenance work
- Inspect work of contractors where satisfaction note required
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
- Carry out frost precaution procedures
- Carry out procedures in event of fire, flood, breaking and entering, accident or major damage
- Provide emergency access in the event of snow or minor flooding or similar emergency situations
- Ensure playing areas and paths are free from litter
- Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary
- Ensure that caretaking and cleaning equipment is in a safe and working condition
- Undertake general gardening duties
- Undertake occasional painting

Stock:

- Receive delivery of stock, materials etc, ensuring appropriate storage
- Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary

Lettings:

- Prepare for after-school activities and ensure accommodation is prepared for normal school use
- Undertake school lettings in accordance with the lettings procedures

Other:

- Move equipment and resources as required
- Set up goal posts / sport areas as necessary
- Check fire alarm systems
- Assist Head teacher (or nominated representative) in undertaking risk assessments
- To develop knowledge and skills in swimming pool maintenance

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

- Be aware of and understand the Authority's regulation, e.g. H&S and COSHH guidelines
- Literacy skills to complete forms and orders, write instructions, understand and follow
- H & S and COSHH instructions
- Numeracy skills to check goods carry out stock control and undertake calculations
- Able to carry out procedures, routines and follow instructions
- Able to plan short term
- Able to operate cleaning equipment, machinery and tools and undertake basic maintenance
- Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork) to make safe
- Understand basic administrative systems (lettings, time book, extra hours, maintenance hotline, ordering)
- Understand and be familiar with the layout and organisation of the school and its site.
- Able to manage and train, as appropriate, site and cleaning staff
- Able to take initiative and be proactive
- Can solve straightforward problems, respond to unforeseen circumstances (e.g. hazards, accidents etc.)

Other Duties and Responsibilities

Expect a list of other duties that the head teacher may from time to time ask you to perform.

Previous experience in caretaking or related capability

Signed _____ (caretaker)

Date _____