

JOB DESCRIPTION

School: New Christ Church Primary School	
Job Title: Caretaker	Grade/Salary Range: RG3

JOB PURPOSE

To contribute to the smooth running and operation of the school site and ensure the buildings and grounds are safe and secure for use.

Range of duties:

- Security of premises;
- General maintenance;
- Porterage duties;
- Health and safety;
- Promote the highest standards within the school and ensure the most cost effective use of resources.

DESIGNATION OF POST

- Reports to Premises Manager

MAIN DUTIES AND RESPONSIBILITIES

DAILY TASKS:

- Unlock & lock the school (including setting/unsetting the alarm)
- Ensure heating and lights are on where necessary and switched off at the end of the day
- Check all windows and doors are closed at the end of the day
- Ensure all fire escapes are clear of obstruction and unlocked
- Inspect the school grounds, including the staff car park and clear of litter – report any damage etc to Premises Manager
- Deal with any unpredicted hazards and/or near misses, eg, broken glass, fire or trip hazards, animal fouling etc
- Check and refill paper towel dispensers, toilet rolls, tissues and soap dispensers
- Empty playground bins
- Conduct daily safety checks of all outdoor play equipment to ensure in working order and safe for pupils to play on.
- Remove recycling waste from around school and dispose of appropriately
- Ensure speedy distribution of fruit and milk deliveries to Reception classroom
- Liaise with cleaning team and report any issues to Premises Manager
- Ensure all tools and cleaning products have been put away
- Perform daily ad-hoc maintenance tasks/duties as directed.
- Check Defibrillator battery.

WEEKLY TASKS

- Test the fire alarm and call points
- Check bins have been emptied as required and returned to bin store – report any missed collections
- Inspect the roof and remove any play equipment or litter
- Check stock of cleaning supplies and inform Premises Manager when stocks are low.
- Test lighting systems and replace lightbulbs and florescent tubes where necessary
- Flush little used taps and outlets and record
- Meet with Premises Manager for site inspection and to discuss work programme and check all logs and records

MONTHLY TASKS

- Read electricity, gas and water meters and give readings to SFM
- Check fire extinguishers and fire blankets are all in place and in order.
- Conduct Outlet temperature checks
- Carry out routine checks of heating and water systems and maintain accurate records.
- Test emergency lighting.

TERMLY / SEASONAL TASKS

- Check and maintain the caretaker's equipment and storage areas and order any items needed for health & safety, eg, grit, hazard tape etc
- Assist with and record fire evacuation practice
- Ensure that all health & safety checks (eg, fire alarm & extinguisher etc) have been carried out
- Liaise with Premises Manager regarding annual safety tests (eg, PAT testing, PE equipment, fire equipment, etc)
- Clean windows
- Prune trees, as necessary
- Clear gutters
- Clean carpets
- Reset clocks and replace batteries when needed.
- De-icing/gritting of playground, clearing snow, as required
- Carry out specific tasks as directed during school holidays
- Check boilers in cold weather

Security:

- Undertake responsibility of key holder for emergency call out by Security providers.
- Open and close the school at the specified times including any out of hours activities for contractors carrying out planned maintenance and general improvements and/or school lettings.
- Ensure all lights are switched off after use and doors and windows are closed/locked at the end of each day.
- Ensure overall security of the school premises – including locking windows, doors, drawing blinds, and checking all fire exits are clear
- Ensure all gates are locked, the premises are secure and the intruder alarms are activated at the end of each day.
- Maintain the coded locks on doors changing codes when necessary.
- Ensure that spare keys for all locks are kept in the security cabinet
- Ensure that the school is ready for use following after school activities, meetings and lettings during evenings and weekends.
- Check that all unnecessary electrical items, lighting and heating are switched off when the school is not in use
- Provide emergency access to the school when necessary.
- Ensure that the site is suitable for occupation when opening up eg. switch on lights and heaters etc
- Maintain information about the appropriate services to contact and act as a point of contact in emergency callout situations
- Maintain alarm systems and have regular contact with the external alarm provider on their routine visits
- Undertake regular and routine security checks/patrols and identify security risks, recommending appropriate action to the Premises Manager.

Health and Safety

- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Ensure that the schools Health & Safety policy and procedures are followed to maintain level 3 standards
- Be aware of and act upon Health & Safety and COSHH regulations
- Undertake any necessary action in the event of bad weather or emergency
- Carry out weekly and termly legionella flushing in accordance with legal requirements
- Ensure all H&S records, ie weekly fire/legionella checks are accurately recorded and documentation kept up to date
- Support with termly fire drills and ensure all appropriate signage and safety notices are correct and in place throughout the site.
- Take appropriate action and provide access for emergency services in the event of fire, flood, accident or other major incident.
- Ensure that emergency exits are free of obstruction, correctly identifiable and operable and that fire extinguishers are in place.
- Assist with completion of safety audits and contribute to relevant risk assessment when applicable.
- Maintain specialist sports/PE equipment in accordance with specified standards.
- Monitor and report on the condition of asbestos. Make the asbestos register available for inspection by contractors and maintain accurate records
- Carry out daily, weekly and monthly checks, under the supervision of the SBM, on the school buildings and grounds and fire safety equipment/smoke detectors and maintain accurate records of inspections
- Conduct weekly scheduled fire alarm and call point tests and maintain records

- Assist SLT, as and when needed, to ensure safety around the school premises, eg, marshalling traffic, road safety, etc

Maintenance:

- Carry out general maintenance, minor repairs of fixtures & fittings and DIY tasks, eg, painting & decorating, putting up shelving, etc.
- Report any jobs that are beyond the scope of this post to the Premises Manager and/or SLT and/or RBC Facilities team.
- Ensure that all heating and lighting is working properly and ensure appropriate heating levels in school, especially after periods of closure
- Sourcing and ordering of small tools and materials necessary to carry out duties
- Be aware of the site's electrical circuitry and fuse board layout.
- Be aware of water and gas circuits and control valves in order to operate them in cases of emergency.
- Inspect all drains, gullies and guttering and ensure that they are free flowing and clear of debris, etc.
- Upkeep of outside areas (playground, field and car park) to include sweeping, leaf-blowing and litter picking.
- Undertake regular weekly site inspections.
- Keep boiler house and caretaker shed clean and tidy and ensure that no flammable materials are stored within.
- Replace lightbulbs/tubes as required, applying appropriate health and safety regulations.
- Ensure all classrooms and toilets are fully stocked with appropriate consumables
- Ensure the school is tidy and presentable at all times
- Ensure all external entrances to the school are kept clear at all times
- Ensure any debris along paths, within the playground or on the field is cleared away on a daily basis
- Ensure refuse collection is carried out regularly and bins returned to appropriate holding place
- Ensure rubbish is not stored within communal areas or meeting rooms and recycled where possible
- Complete deep cleaning programmes during the school holidays eg. Hard floors and carpets, etc
- Conduct visual checks of school roof, plant growth, weather damage advising when external contractors may be required
- Ensure external lights are kept clean and operational
- Prioritise the clearing of paths and entrances to keep free of snow, ice and flooding to ensure the safe passage of pupils, staff, parents and visitors during winter months or severe weather
- Cordon off hazard areas as necessary and ensure no unauthorised access is possible; clear up and make safe the site after unexpected damage eg. Flooding, fire, vandalism etc.
- Note, monitor and report any defects in the school buildings or grounds to the Premises Manager
- Assist with the annual PAT testing ensuring that all equipment is ready and accessible for inspection
- Respond to issues raised by staff
- Maintain school field and perimeter fencing

General:

- Work alongside the Premises Manager to oversee contractors working on site during term time and holiday periods and ensure the school's high level of safeguarding standards and safe working practices are adhered to and the site is kept clear of hazards
- Report any repairs or maintenance issues to Premises Manager and suggest improvements to ensure the safety and security of all staff and pupils is always considered first
- Check boilers
- Carry out small DIY tasks, small repairs and replacements of handles, locks, notices, pegs, trailing wires, etc
- Provide cleaning cover in event of absence
- Arrange furniture/seating/staging for ad-hoc meetings, lettings and school performances as required and ensure all put away after use
- Ensure all drains, gullies and gutters are kept clear.
- Maintain the condition of the hall floor and the sander/polisher used for this purpose
- Receive, transport and store deliveries around school site as necessary, including milk and fruit deliveries
- Maintain good communication through the caretakers daily log book
- Attend training courses as necessary to maintain/improve job capability
- Any other duties that reasonably fall within the scope of the post.
- Move furniture between rooms, halls, corridors, etc, as and when required.
- Receive goods in the school, assembling where necessary
- Portage of any goods received to appropriate location
- Occasional emergency cleaning, possible of bodily fluids. Deal appropriately with the removal of graffiti, excrement, vomit

and other bodily fluids

- Take meter readings as required and report to Finance Manager.
- Ensure all caretaking and cleaning equipment is in a safe and working condition. Any suspect equipment should be taken out of service and reported to the Premises Manager.
- Ensure caretaker equipment and other materials are stored securely to prevent misuse.
- Carry out reasonable instructions and prioritise workload.
- Undertake routine and regular checks of all heating and water systems in school, including legionella checks. Log and report results.
- Remain familiar with the locations of all meters, stopcocks and energy devices
- Ensure that energy is preserved at all times within the school site, switching off lights and electrical sockets not in use and ensuring at end of day all lighting and computing equipment is off as part of closure procedures and all energy sources are working to their most efficient at all times,
- Ensure that work requests are dealt with in a timely manner.

Signed:

Date:

PERSON SPECIFICATION

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Qualifications/Education/Training (to have completed or working towards):

- Good levels of Literacy and Numeracy
- IT literate
- Level 3 Health and Safety
- COSHH
- Fire Warden
- Lone Worker
- Working at Heights & Ladder training
- First Aid
- Manual Handling
- Legionella
- Asbestos
- Other training courses as required of all school employees e.g. Safeguarding, Prevent, etc.

Work related knowledge and experience

- Experience and understanding of the day to day running of a school building, including heating, lighting, cleaning and maintenance
- Experience of maintaining security in a public building
- Practical handyperson skills necessary to problem-solve, undertake general building maintenance, minor repairs and portorage duties
- Knowledge and understanding of Health and Safety issues and legislation
- Use of basic power tools and other equipment

Personal and professional qualities

- Ability to follow procedures and written instructions, organise and prioritise workload
- Ability to be self-directed and motivated and work on own initiative
- Ability to communicate effectively with all members of the school community
- Ability to maintain all relevant paperwork
- Ability to work to deadlines
- Teamplayer, proactive, flexible, reliable and trustworthy
- Deal with emergencies and problems in a positive and systematic manner

Additional factors

- Willingness to support the school ethos and policies
- Willingness to undertake further training as required
- Must be prepared to be the principal keyholder and to attend callouts outside normal hours
- Must be prepared to work a split shift
- Must be prepared to work over-time if/when required
- Must be prepared to work alone when required
- No criminal convictions
- Suitable to work with children
- Must have an appreciation of confidentiality