



**THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST**

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JOB DESCRIPTION

CARETAKER

Responsible to the Senior Leadership Team (SLT)

Main Duties and Responsibilities:

SECURITY

- (a) Carrying out security procedures for school buildings and grounds. The routine and non-routine opening and closing of school premises and grounds.
- (b) Preventing trespass on the school premises or grounds.
- (c) Respond when school alarm system is set off and arrange for the system to be re-set.

2. LIGHTING AND HEATING

- (a) Operating and heating plant in accordance with approved procedures and endeavouring to ensure that required temperatures are maintained in school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures as necessary.
- (b) Maintaining the boiler and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity, Water).
- (c) Record the monthly energy usage.
- (d) Ensuring that flammable materials are kept out of the boiler room and away from any heat sources.
- (e) Replacing light bulbs/tubes if necessary and reporting any defects in the lighting or heating systems to the Office Manager.

3. CLEANING

- (a) Ensuring that School premises and furnishings are cleaned in accordance with the approved standards, methods and schedules, and any changes introduced by the school.
- (b) Ensuring that all hard playing areas and paths are free from litter and all the drains and gullies are free flowing and clear. Ensure that there is safe access to the School (eg main walkways, paths and entrances) in severe weather conditions.
- (c) Requisite adequate cleaning materials in accordance with procedures.
- (d) Ensuring safe storage and usage of cleaning equipment and materials of the School.

4. MAINTENANCE

- (a) Carrying out minor or temporary repairs as directed. This may include plumbing, joinery, painting & decorating according to the skills of the successful applicant.
- (b) Notifying the Office Manager of any repair or maintenance work required at the school that requires specialists. Directing workmen or contractors to the location of repair and maintenance work. Monitoring all work carried out by contractors and ensuring that it is of high standard.

- (c) Carrying out routine maintenance procedures including the inspection of Fire Safety equipment and the testing of the Fire Alarm on a weekly basis.
- (d) Carrying out and recording monthly checks on the water outlets to minimise the risk of Legionella.

5. SUPERVISION - School Cleaners

Ensuring that cleaning work is carried out to the recognised satisfactory standard and ensuring that all work is carried out safely.

6. EMERGENCIES

- (a) Providing safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies.
- (b) Carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage.
- (c) Act as first point of contact for emergency services both inside and outside working hours.

7. MISCELLANEOUS

- (a) Dealing with enquiries from teaching staff, support staff ,parents, officers and employees of the Trust (DSAT), contractors and members of the public as well as the emergency services (eg Police, Fire Brigade, etc) when required.
- (b) Arranging furniture in rooms where necessary. Ensuring that school clocks are working and set to the correct time.
- (c) Maintaining the caretaker's storage areas and cupboards in a clean and tidy condition.
- (d) Carrying out any reasonable instructions of the SLT relating to the cleaning and maintenance of school premises.
- (e) Ensuring that adequate quantities of toiletries including toilet rolls, paper towels and soap are kept in stock. Distribute and replenish toiletries as required.

8. GROUNDS MAINTENANCE

- (a) Removal of weeds and leaves from paved and tarmac areas.
- (b) Litter picking and minimising the dispersal of rubbish around the grounds by ensuring that litterbins are emptied on a regular basis.
- (c) Monitoring the Grounds Maintenance carried out by outside contractors.

9. HEALTH & SAFETY

- (a) Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the C.O.S.H.H. regulation currently in force.
- (b) Carrying out visual electrical safety checks.
- (c) Undertake regular PAT (Portable Appliance Testing) training and completing the PAT on an annual basis
- (d) All Caretakers are required to attend periodic Health & Safety Training sessions organised by approved bodies and keep themselves informed of Health and Safety issues relating to the duties of the post.

OTHER DUTIES

The duties and responsibilities of the job are those required at the date of compilation of the document and other duties and responsibilities may be required by the Senior Leadership Team to be undertaken from time to time. These will be implemented in consultation with the employee in addition; other duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.