



KILBURN JUNIOR SCHOOL HORSELEY WOODHOUSE PRIMARY SCHOOL CARETAKER JOB DESCRIPTION



Job Description

To provide efficient and effective support to two schools, ensuring that the cleaning, security and general appearance of the building and surrounding areas are maintained to the incredibly high standards we foster.

The post holder will be trained and supported to develop in all aspects of site management in an educational setting.

Security and Safety

- Locking and unlocking of the site ensuring the safety and security of the school
- Work alongside the site team to ensure that all health and safety regulations in respect of the building and workforce are complied with and appropriate action is taken
- To assist in maintaining the security of the premises (buildings and grounds)
- To assist with fire evacuation procedures

Maintenance and Cleaning

- To support in ensuring that the building is kept in the best possible state of repair and working with and assisting our cleaners where necessary
- To support with any minor maintenance issues
- To remove spillages and resultant stains from floors and other surfaces
- To maintain lighting replacement where necessary
- To ensure that gullies, drains etc. are kept free from debris
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting)
- To undertake repairs, projects, and redecoration tasks as appropriate
- To support in the maintenance of fixtures and fittings as required

Grounds Maintenance

- To support in the upkeep and general tidiness of the grounds where requested (leaf blowing/ weed management)

Resources

- To assist with the control of stock items used by the site team
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric)
- To assist with school activities such as shows, parents' evenings etc. which may involve some changes to usual working hours

Other Information

There may be requests for other duties to be carried out as deemed appropriate by the Headteacher, Business Manager or Site Manager.



**KILBURN JUNIOR SCHOOL
HORSLEY WOODHOUSE PRIMARY SCHOOL
CARETAKER PERSONAL SPECIFICATION**



ESSENTIAL	DESIRABLE
Ability to work on your own initiative and as part of a team	Previous experience in site management and/ or previous experience in working in an education setting
Appropriate level of literacy and numeracy skills	
Good communication skills - written and oral	
Appropriate level of IT skills – to use our computer system and place orders for example	
Good organisation skills	
Able to plan and prioritise tasks effectively	
Flexibility to adapt to the needs of the school	