

The Westgate School Job Description – Caretaker

Responsible to: The Premises & Maintenance Leader

Main purpose of the job

To support the Premises & Maintenance leader by managing operational school matters on a daily basis.

Principal Duties and Responsibilities

1. The provision of effective and efficient operation of the school site for users of the premises, grounds and equipment.

Key Tasks

1. Support the daily operational needs of the school through the ticketing system
2. Opening & closing the school
3. Opening and closing inner pupil gates
4. Directing traffic and pupil crossing at the school gates
5. Supporting with premises maintenance where required
6. Porterage duties.
7. Ensuring satisfactory heating of the premises and the economical use of fuel for heating purposes.
8. Ensure provision is made for safe walkways during periods of ice and snow
9. Report any emergency health and safety issues that require attention to the Premises & Maintenance Lead
10. Identifying and reporting risk areas and responding to school hour incidents