

SCHOOL CARETAKER

JOB DESCRIPTION

## **INTRODUCTION**

* + - The caretaker will be a member of the staff at Wetherby Kensington and will hold responsibility for ensuring the building is in proper working order and all health and safety policies and procedures are followed in conjunction with the Headmistress
    - The caretaker will report to and be responsible to the Headmistress
    - To practice and promote fair and equal treatment of all staff, parents and pupils throughout the course of performing all duties contained within this job description
    - To be responsible for safeguarding and promoting the welfare of all children inline with the school policy

## **2. MAIN RESPONSIBILITIES**

## **Security of Premises**

* Assist, when necessary, in the routine and non-routine opening and closing of school building, including carrying out security procedures, both during and outside normal working hours
* Ensure that there is a safe and adequate access to the school site during inclement weather e.g. flooding, snow. To clear and salt paths and other outside areas where and when necessary
* Reporting any breaches of security or suspicious items to the Headmistress so that the relevant authorities can be contacted / informed
* To report any defects to the security system to the Headmistress and to report this to the security company and chase up where necessary
* Liaise with contractors regarding opening and closing arrangements during school closure
* Ensure all alarm systems are in good working order and report any problems to the relevant contractors

#### **Cleaning and hygiene**

* Ensure that the caretaking / cleaning storage areas are kept clean and tidy
* Ensure that high standards of cleanliness and hygiene are maintained throughout the premises
* Ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary in conjunction with the cleaning team
* Ensure that all cleaning materials are stored and utilised in line with COSHH regulations
* Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety
* Cleaning of designated area as part of the premises team to ensure that the buildings are kept in a hygienic, safe and clean condition ready for use
* Be able to clear up body fluids in accordance with prescribed safety regulations

## **Site management**

* Carrying out daily risk assessments where necessary
* Ensure all fire equipment is checked when necessary and any necessary documentation is completed
* Carry out practice fire drills
* Ensure that all gullies are free flowing and clean with all gutters clear of leaves and debris
* To complete minor repairs and maintenance, which are not beyond the scope of a competent DIY person such as hanging pictures, fixing notice boards, securing loose fittings, painting and decorating small areas of the school
* Reporting any repairs and maintenance work required at the school to the Headmistress and / or PP Projects
* Carry out minor and general maintenance
* To induct contractors and show them to the sites of repair and maintenance work and inspect the work on completion and inform the Headmistress once the work is completed
* Refer other building defects to appropriate support contractors and liaise with contractors to facilitate access by contractors’ operatives
* Keep records of contractor visits and complete any paperwork as necessary
* To assist with the agreed procedures in the event of fire, flood, breaking and entering, accident or major damage
* Regularly check and replace light bulbs as necessary
* Ensure that all site management equipment is safe and in an efficient working condition and report any defects to the Headmistress
* Taking monthly meter readings where necessary
* Be aware of and adhere to all school policies and procedures on health and safety, including asbestos procedures, fire safety procedures, plant and equipment inspections and management of legionella
* Taking delivery of resources, materials and other goods and distributing them around the school in accordance to any instructions from the Headmistress or office team
* Moving furniture and equipment around the school premises as required
* Ensure the hall and other areas are laid out and ready as required for plays, parents’ evenings, exams and other such events
* To attend bi-annual health and safety audits and action points raised

## **Other duties**

* To take part in regular meetings with the Headmistress as a means of communicating information
* Carry out other duties, which may be reasonably allocated, from time to time
* To undertake training, develop skills and knowledge and participate in professional networks to keep updated with current and developing practice affecting the role
* Attend professional development courses to further knowledge and expertise as and when appropriate
* Maintaining professional training needs and keeping abreast of innovation and legal requirements
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information