



KING ALFRED SCHOOL

JOB DESCRIPTION

Name:	
Job Title:	Caretaker
Grade:	Grade 14 (points 13 – 17)
Reports to:	Site Manager
Main Purpose of the Job	
To undertake a range of duties with regard to the building and environment and their users, ensuring their safety and security, as instructed by the Site Manager.	
Main Responsibilities and Duties:	
1. To be responsible for the security of the site premises, including locking and unlocking, setting security alarm systems, ensuring buildings are secured as required during duty time, and responding to emergencies on occasions outside normal school hours. 2. To take delivery of stores, goods and equipment and distribute as appropriate, maintaining records and completing paperwork. 3. To clean defined areas of the establishment not covered by other contracts, together with emergency cleaning duties (including graffiti) arising during the working day. 4. To be responsible for the general tidiness and safety of the outside areas e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather condition, treating main entrances and paths with salt/grit as appropriate. 5. Ensure site services operate and contact appropriate agencies/contractors for any breakdowns etc. 6. To act as contact for lettings of rooms to external agencies. 7. To set out/put away furniture for school events, and undertake general caretaking duties as required by the Site Manager including cleaning of windows etc. 8. To provide day to day repairs and maintenance to the school site.	

Contacts and Relationships:
Daily contact with all members of staff and students and a range of external contractors and suppliers and parents/carers.
Additional Information:
This particular job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above are subject to review from time to time (at the request of the Headteacher or post holder as circumstances deem necessary).

May 2015

Signed Print Name
as accurate at date of signing

Date