



The Harvey Grammar School

Caretaker

37 hours per week, 52 weeks per year
HGS3 – £15,610

Job Description

LINE MANAGER: Premises Manager

SPECIFIC RESPONSIBILITIES

- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- To be a key holder and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- Take reasonable action to keep drains, downspouts, waste pipes etc. clean and clear of minor blockages that are clearly visible.
- Carry out minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing and carpentry works etc.
- Report any need for repair or maintenance work to the Premises Manager.
- Carry out regular health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing and report findings to Premises Manager.
- Carry out weekly Health & Safety checks relating to hazards around school and potential unsafe practices; report findings to the Premises Manager.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish.
- Operate the heating plant, cooling and lighting systems, ensuring efficient use of resources.
- Ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the Premises Manager.
- Undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and assembly of waste for collection.
- Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- Carry out rubbish removal as necessary and ensure bin store is kept clean and tidy.
- Provide a portorage service around the school and assist with receipt, distribution, collection and despatch of goods.
- Undertake basic record keeping as required.
- Welcome contractors on site and, in the absence of the Premises Manager, check DBS clearance before they enter the premises.
- Ensure the Asbestos Register is seen/updated by contractors.
- Liaise with the Premises Manager about the school's requirements of contractors and report any problems at the first opportunity.
- Work collaboratively with cleaning staff to ensure smooth running and delivery of cleaning services.
- Weekly minibus maintenance
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils