



Watford Grammar School for Boys

School Caretaker Job Description

Title of Job:	School Caretaker
Department:	Premises
Grade:	H3 (Points 14-17)
Hours:	Full time (52 weeks) - 37 hours per week
Responsible to:	Site Manager

Job Purpose

To assist the Site Manager to provide a clean and safe environment for all users of the school buildings and grounds

Main Activities and Responsibilities

The main duties and responsibilities are indicated here

- Security of the school's buildings and grounds, liaising with the Site Manager over security problems and emergency repairs
- General portage duties including movement of furniture and equipment within the school
- Handyperson duties, which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- Sweep designated areas, picking up litter and debris and emptying rubbish bins
- Advise the Site Manager of faults to the buildings, fixtures and fittings which require specialist attention

Job context

The post holder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the Site Manager in the full range of caretaker duties anywhere in the school if required by operational needs. Subject to the directions of the Site Manager, the post holder is expected to act on his/her own initiative

Knowledge, experience and training

- Experience of working in a school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Knowledge of efficient cleaning methods and materials
- Evidence of success in handyperson or DIY tasks (paid or unpaid)

Physical effort

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying deliveries to the school to wherever they are stored

Additional information

The school premises are used extensively during evenings and weekends for school activities and by outside hirers. The post holder will be expected, by mutual agreement with the Site Manager, to share with others attendance during these lettings for which additional payments will be made.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Watford Grammar School for Boys is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.