



Job Description

Caretaker – Band 2

Hours: 30 hours per week – flexible hours on a rota system (mornings/afternoons)

Purpose of the post:

To provide efficient and effective caretaking support to the school site including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and the heating systems operate at optimum efficiency.

Accountable to:

Headteacher & Business Manager/Premises Manager

Supervisory responsibilities:

None but to work in collaboration with the cleaning team.

Duties and responsibilities:

To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and maintenance to the Premises Manager.
To be responsible for maintaining the security of the premises and its contents in accordance with the buildings current requirements – including monitoring the school's CCTV system.
To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc and clean up spillages as required.
To ensure that gullies, drains etc are kept free from debris and that the school and grounds are litter free.
To monitor and record readings as appropriate for essential services, e.g gas, water & electricity.
To be responsible for ensuring clear and safe pedestrian access to the school and particularly in adverse weather conditions (eg snow clearing, gritting etc)
To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required and considering recycling arrangements.
To undertake portage tasks as required including setting up and clearing away furniture.

<p>To undertake handyman duties as directed by the Headteacher/Premises Manager as outlined below:</p> <p>Painting and decorating – temporary making good of colour wash eg when cabinets are removed and the blotting out of graffiti and to cover blemishes and marks. To carry out decorating projects on site as required.</p> <p>Joinery – First line maintenance of fixtures and fittings, eg tightening screws on desks/tables/chairs, window hinges and door handles. Minor repairs as a temporary measure after break-ins, breakages etc.</p> <p>Plumbing – Unblocking sinks, traps and waste pipes. Adjustment and rewashing of taps.</p> <p>Glazing –remedial action after break-ins, for example boarding up and making safe.</p>
To control the provision of toiletry/cleaning items including requisition, storage and distribution of such items.
To monitor stock levels of consumable items such as grit, toiletries, cleaning products, light bulbs/tubes and cleaning materials and to arrange to replenish supplies in accordance with current procedures.
To maintain appropriate records electronically including the fire alarm log book, intruder alarm, legionella checks and all other routine checks as required to be reported to the St Ralph Sherwin Estates Department.
To record all premises service records electronically including asset management information, maintenance issues and possible capital projects for St Ralph Sherwin Estates Department.
To report emergencies in the case of faults with gas, electric and water supply to the Headteacher/Premises Manager or where not available to the relevant utility supplier or Property Services, and report minor faults to the Premises Manager and via the electronic system Every.
To attend to, where necessary, personnel visiting the site such as contractors, particularly grounds maintenance and representatives from utilities, and monitor work carried out within the postholders area of responsibility.
To supervise all cleaning services at the school, liaising with the Business Manager where appropriate to ensure the effective cleaning of the premises.
To carry out staff training as necessary.
The cleaning, where required, of the premises.
To carry out a visual risk assessment of the school site in accordance with health & safety guidance.
To be part of the Fire Management Team as required.
To organise and undertake on a pre-planned basis the polishing and resealing of floors, deep cleaning, washing of walls and cleaning of furniture during the holiday periods.
To clean the internal face of external windows and other internal glass within the limitations of safe working practices.
To undertake visual checks of electrical equipment in accordance with the Electricity at Work Act. To remove any electrical appliances from use which are declared unsafe and to report to the Premises Manager.
To be on the duty rota for school lettings at weekends and during the evening as required.

Duties and Responsibilities - General
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To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems including the ability to use electronic systems.

It will be necessary to work with IT and associated systems in accordance with school procedures and policy.

To co-operate in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To carry out the duties and responsibilities of the post in compliance with the school's and the Academy Trust equal opportunities policies.

To undertake, within reason, overtime duties as required.

To maintain confidentiality and observe data protection and associated guidelines where appropriate.

To understand and comply with the school and Academy Trust environmental procedures and policy.

To undertake training and development activities relevant to the position.

To support the aims and ethos of the school.

To maintain an awareness of Safeguarding Children.

To carry out reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.