

# Hurlingham School

## Job Description 2023



**Job Title:** Caretaker (Prep School and Nursery)

**Accountable to:** Principal, Head, Board of Directors

**Role:** The responsibilities and duties of the Caretaker are as follows:

**Hours:** 40 - 45 hours per week TBC

### Key Accountabilities:

1. To ensure that the buildings and school sites are secure;
2. To supervise the car park entrance at morning drop off and afternoon collection;
3. To ensure that the Prep and Nursery buildings and grounds are properly maintained and kept in good repair;
4. To undertake basic maintenance of heating, lighting, plumbing, security systems to ensure they operate safely and efficiently;
5. To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse;
6. To perform duties in line with health and safety requirements and take remedial action where hazards are identified;
7. To report serious hazards to the Head or Principal immediately;
8. To assist in the monitoring of goods inwards and deliver to departments;
9. To carry out any other duties as may from time to time be required by the Head or Principal;
10. To maintain confidentiality;
11. To undertake basic record keeping as required;
12. To participate in training and other learning activities and performance development as required;
13. To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

### Duties and Responsibilities

#### Security:

14. To be on car park duty during morning drop off and afternoon collection to supervise parents arriving by car and to ensure the safety of pedestrians crossing the car park entrance on Putney Bridge Road;
15. To be responsible for the overall security of the school premises including the locking of all windows and doors, the unlocking of the school gates and buildings in the mornings and the disarming of the school alarm system;
16. To ensure that the security alarm, CCTV and any other security system or device are properly maintained and fully functional at all times at both the Prep and Nursery;
17. To ensure that proper procedures are in place and followed to secure both premises when the Prep and Nursery are shut;
18. To ensure that the premises, pupils, staff and visitors are secure whenever the school is open;
19. To supervise and undertake the holding of all keys, keeping up-to-date records of all keys held, maintaining duplicates and providing keys to authorised staff on request; ensuring when locks are changed keys are kept safely, recording all duplicates and keys issued on request to the Principal;
20. You may on extremely rare occasions be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

### **General Management of the Premises:**

21. To undertake the upkeep, tidying and general care of the Prep and Nursery;
22. To ensure that effective arrangements are made for cleaning, heating, lighting, and other services, and routine maintenance of the buildings and grounds;
23. To hold adequate stocks of maintenance items and products to ensure the prompt replacement of light fittings, bulbs, locks, door furniture etc;
24. To maintain a clean, tidy and ordered store of all tools, materials and spare parts held by the Prep and Nursery;
25. To ensure that all rubbish is disposed of promptly stored neatly in the bin area, liaising with refuse contractors at weekly collections;
26. To sweep outside areas, pick up litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and all entrances;
27. To empty communal rubbish bins in playgrounds and car park daily and work with pupils on recycling initiatives;
28. To ensure that the cleaning of toilets and toilet areas has been done, and the replenishment of toiletries is carried out;
29. To undertake general maintenance and minor repair work including for example: doors, windows, toilet seats and flushes, furniture, tap washers and some appropriate painting and decorating;
30. To provide a portage service around the school and assist with receipt, distribution, and storage of goods and supplies;
31. To assist teaching and office staff with simple maintenance and property management tasks as requested;
32. To check for damage/security every morning on arrival at the premises (Prep school);
33. To routinely clean lamp covers, light diffusers (strip lights) and extractor fan vent covers. (The height limit is eleven feet);
34. To report any defects of building, furniture, fittings and equipment to the Principal;
35. To carry out weekly Health & Safety checks relating to playground equipment, hazards around school and potential unsafe practices; report findings to the Principal;
36. To ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the Principal;
37. To undertake emergency cleaning duties e.g. spillages, vomit or excrement to maintain a safe, clean and orderly learning and working environment;
38. To ensure that cleaning equipment is properly maintained and in good working order.

### **Grounds Maintenance:**

39. To carry out daily check of roofs for pooling, leaks, damage, plant growth etc.;
40. To take reasonable action to keep drains, downspouts, waste pipes etc. clean and clear of minor blockages;
41. To carry out regular cleaning of exterior window sills, railings, gates, coping stones etc.;
42. To keep all hard surfaces free of moss and weeds;
43. To disinfect drains and dustbins regularly;
44. To make safe any hazards and ensure that the area is cordoned off;
45. To undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish;
46. To keep paths, entrances free of ice and snow to ensure the safety of students, parents, staff and visitors;
47. To water plants and ensure the irrigation system is operational.

### **Management and Contractors:**

- 48. To be responsible for ordering and purchasing cleaning equipment;
- 49. To record, monitor and report any defects in the school buildings to the Principal;
- 50. To monitor the work of contractors working on site;
- 51. To complete a site diary on the Every platform, logging details of all contractors, maintenance records, service dates (with automated reminders) and respond to issues raised by staff on this platform;
- 52. To ensure the lift is properly maintained, functional and safe;
- 53. To liaise with all contractors (including electricians, plumbers and builders) on small and major works as necessary, and seeking quotes for work when required;
- 54. To liaise with regular contractors such as pest control, gardening, fire fighting equipment, security and window cleaning.

### **Health & Safety:**

- 55. To ensure that the requirements of the school's policy on Health & Safety at work are met;
- 56. To ensure the maintenance of a safe and healthy environment;
- 57. To ensure that roads and pedestrian pathways are kept free of obstructions and hazards;
- 58. To ensure that accidents are reported and that accident reports are written; and, where appropriate, investigating and following up accidents or other incidents and taking any action which may be required;
- 59. To ensure that all necessary measures have been taken to ensure fire safety including signage, extinguishers and alarms and that fire risk assessments are undertaken periodically and that any actions are implemented;
- 60. To ensure that clear passage is maintained on fire escape routes;
- 61. Test fire alarms weekly and maintain test register;
- 62. To ensure that the school has systems in place to ensure water safety, in particular managing Legionella testing and ensuring water temperature is appropriately regulated;
- 63. To attend and report to the Health & Safety Committee meeting each term.

### **Electrics, Heating, Lighting and Water:**

- 64. To ensure the efficient and economic use of all heating, mechanical and electrical services;
- 65. To supervise regular servicing of heating and cooling system and boilers;
- 66. To switch off of all lights and appropriate electric plug sockets;
- 67. To carry out portable appliance testing (PAT) and maintain testing log;
- 68. To carry out regular legionnaire testing and complete testing log;
- 69. To ensure that all lights and heating are working effectively;
- 70. To be aware of the location of all stopcocks, gas and electricity meters and read meters as required;
- 71. To ensure that the boiler rooms are tidy and that no flammable material is stored there;
- 72. To change services to holiday settings at the start of holiday periods and back prior to the start of term.
- 73. To descale hot water boilers, kettles, water fountains, urinals as necessary.
- 74. To use appropriate personal protective equipment (PPE), replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.

### **Vehicles:**

- 75. To ensure that the school minibuses are cleaned (inside and out), maintained in good order and serviced in accordance with the requirements of any warranties or manufacturers' recommendations;
- 76. To ensure that the vehicles are properly taxed, insured and have breakdown cover;

77. To hold the vehicle operators licence for the school and ensure that all of the requirements therein are carried out to the letter including the oversight of daily minibuss checks and maintaining a log of driver details and licences.
78. To drive the Nursery pupils to and from Forest School as required and any other pupil transport as required.

**General Duties:**

79. To take any parcels and post to the Post Office as required.
80. To take rubbish to the Wandsworth waste transfer station as required.
81. To assist in the preparation of Hall spaces for school productions, exam preparation and events, including the construction of the stage and setting out of chairs.
82. To assist the School and/or PTA in events such as Quiz Nights or the Christmas Fair both with setting up and clearing away afterwards.
83. To undertake other duties, consistent with the post and job description, as may be required from time to time by the Principal or Head.

**Working hours and general conduct:**

84. Compliance is required with all school policies (as supplied in the Staff Handbook) at all times
85. It is assumed that the postholder will take a professional approach to his or her responsibilities and will be onsite whenever their presence is necessary. However, the following guidelines are deemed to be appropriate:-
  - Attendance on site is required on all days in full School term during the hours detailed above, although occasional evening events may require later attendance- these will be notified well in advance through the School Calendar;
  - Attendance on site will be required on the first two and last two days of each School holiday (excluding half-term holidays) and the first two weeks of the Summer holiday;
  - Attendance on site during school holidays will be agreed annually by the Postholder in conversation with the Principal before such holidays begin;
  - During times of extensive maintenance works, additional attendance on site may be required if mutually convenient during holidays in order to supervise external contractors and any additional hours worked in this regard will be remunerated at an hourly rate commensurate with the annual salary for this post.

This job description will be reviewed annually and may be subject to amendment at any time after any time by the Principal after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.