



The Compton School Job Description

Post: Caretaker

Reports to: Senior Caretaker /Premises Manager

Grade: Scale Point 12 - 14

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks

Purpose of Job

- To follow the instructions of the Senior Caretaker / Premises Manager in maintaining the school in a good state of repair and appearance and ensuring the security, health and safety and cleanliness of the school.
 - To ensure all tasks are carried out in compliance with the School Health and Safety Statements
 - To participate fully in all aspects of the life of the school, maintaining good relationships with children, staff, parents and visitors
 - To carry out overtime on a rota basis to facilitate evening and weekend lettings.
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Principle Accountabilities

- To ensure the security of the buildings, grounds, reporting breaches of security
- Moving and setting up of furniture and equipment as required
- Operating the Heating System, ensuring boiler house and boiler plant are clean
- Checking fire appliances and reporting defects to the Senior Caretaker /Premises Manager
- Regular testing of fire alarms
- Ensuring fire doors and escapes are left unobstructed and in good working order
- Keeping corridors and fire escapes clear of obstructions
- Reporting defective electrical items and withdrawing defective equipment from use, pending repair

- Painting, decorating and plumbing duties as required.
 - Undertaking cleaning duties as required
 - Frequent inspection and cleaning of toilets, replenishing supplies as required
 - Removing offensive graffiti in accordance with school regulations
 - Keeping drains and gullies free-flowing, including unblocking them
 - Keeping paths, flower beds and grounds free from litter debris and weeds
 - Ensuring locks, clocks, gates, paladin bins wheels, pumps and machinery are in good order
 - Undertaking lettings when necessary
 - Assistance for lettings and monitoring hires use of the premises
 - Undertaking DIY tasks in relation to repairs to buildings, furniture, fittings and equipment
 - Attend training courses as required
 - Undertaking appropriate duties logged in the Caretakers Book.
 - Out of hours support in the case of emergencies – ie clearing snow from the site
 - To be a named keyholder if required to attend out of hours
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Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

Such duties, however, will fall within the scope of the post, at the appropriate grade.

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
 - To promote, advocate and follow all **school policies**
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General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
 - Such duties and responsibilities may be updated from time to time to reflect any changes to School procedures. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.
 - Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
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