

St Nicholas' School

Site Caretaker – Job Description (morning shift)

The post is for 20 hours a week 6.30am to 10.15am term time only (first week and last week of the holidays to be worked) plus weekend security checks (to be shared with the evening caretaker and the maintenance department). Starting salary £10,000.

The morning caretaker will be responsible to the Bursar and they are expected to carry out the following:-

1. Security of premises

- 1.1 Daily before school: Unlock gates to the ground. Unlock external entrance doors to the building. Switch off the intruder alarm systems, where installed. (Also, fire alarm/security lighting). Unlock equipment and other secure rooms. Check the buildings for damage and vandalism and make safe any damage. Report any incidents to the Bursar.
- 1.2 At any time: Notify police of any breaches of security and attend to the problem as the situation dictates.

2. Heating (In the absence of the Head of Maintenance)

- 2.1 Ensure adequate heating according to the season and as required by the Headmistress/Bursar.
- 2.2 Report cases of overheating, energy waste, plant failure, gas leaks, leaking valves, radiators and water pipes. In case of emergency, call out the service contractor. (For gas leaks this must always be the relevant gas company).
- 2.3 Check plant ventilation is not obstructed

3. Electrical (In conjunction with the Head of Maintenance and Evening Caretaker)

- 3.1 Replace light bulbs, tubes and starter motors; clean and/or replace light fittings and diffusers as required.
- 3.2 Ensure that supply meter cupboards are kept free of other equipment and obstructions.
- 3.3 Isolate (if possible) electrical faults (including broken switches/sockets, faulty fan heaters and light fittings) and report.

4. Building and equipment maintenance (In conjunction with the Head of Maintenance and Evening Caretaker)

- 4.1 As required, unblock sinks, washbasins, toilets and waste taps; replace tap washers, check and adjust ballcocks; lubricate door and window fittings; wind clocks and replace batteries; make safe any broken windows by boarding.
- 4.2 Check operation of Venetian, vertical and roller blinds. Arrange regular cleaning of these.
- 4.3 Remove or paint out all graffiti, as necessary.

5. Outside duties maintenance (in conjunction with the Head of Maintenance and Evening Caretaker)

- 5.1 Gather and remove litter. Empty external litter bins daily.
- 5.2 Clear leaves from hard surface areas (as required seasonally).
- 5.3 Remove grass/weeds /moss from hard surface areas and from hard surface areas and from the footings of buildings.
- 5.4 Treat pathways and steps with rock salt or clear ice and snow.
- 5.5 Unblock external drains as required
- 5.6 Tidy dustbin areas daily and hose down weekly. Report non collections to the Bursar.
- 5.7 Where appropriate, attend to the septic tank.

6. Internal Cleaning (In conjunction with the Head of Maintenance and Evening Caretaker)

- 6.1 Where a cleaning contractor is appointed, monitor standards and report deficiencies to the Bursar.
- 6.2 Clean areas not covered by the cleaner/contractor.

7. Portage Duties

- 7.1 Assist with unloading/distributing.
- 7.2 Distribute and move equipment and furniture, as required.

8. Supervision of other contractors

- 8.1 Liaise with and supervise, where directed, site contractors involved with: building repairs and construction; heating, engineering and plumbing repairs; equipment repairs; other contractual services.

9. General

- 9.1 Report weekly to the Bursar
- 9.2 Provide support service for school and PTA events as required.
- 9.3 Check dispensers, holders etc. and replenish soap, toilet rolls, paper towels, personal hygiene requirements as necessary.
- 9.4 Check fire equipment and take part in any fire drill.
- 9.5 To be a main key holder.
- 9.6 Drive the school mini bus as required to collect or deposit pupils, including the morning bus route. Section D1 on a valid driving licence is highly desirable.
- 9.7 Undertake any other reasonable duties of a similar nature as the Bursar/Head teacher may reasonably require.

St Nicholas' School

Site Caretaker – Job Description (afternoon/evening shift)

The post is for 30 hours a week 2 pm to 8 pm for 52 weeks a year additional hours will need to be worked as required by school events (school holiday hours TBC). Plus weekend security checks to be shared with the morning caretaker. Starting salary £ 20,000 and 6 weeks holiday (only to be taken during the school holidays) in consultation with the Head of Maintenance and the Bursar.

The afternoon/evening caretaker will be responsible to the Bursar and they are expected to carry out the following:-

1. Security of premises

- 1.1 Daily after school: Check windows and close. Check light/heaters are switched off. Set the intruder alarm systems. Set fire alarms/security lighting (where installed). Lock external doors and gates. Ensure security of keys to the premises.
- 1.2 At any time: Notify police of any breaches of security and attend to the problem as the situation dictates.

2. Heating (In the absence of the Head of Maintenance)

- 2.1 Ensure adequate heating according to the season and as required by the Headmistress/Bursar.
- 2.2 Report cases of overheating, energy waste, plant failure, gas leaks, leaking valves, radiators and water pipes. In case of emergency, call out the service contractor. (For gas leaks this must always be the relevant gas company).
- 2.3 Check plant ventilation is not obstructed

3. Electrical (in conjunction with the Head of Maintenance and the Morning Caretaker)

- 3.1 Replace light bulbs, tubes and starter motors; clean and/or replace light fittings and diffusers as required.
- 3.2 Ensure that supply meter cupboards are kept free of other equipment and obstructions.
- 3.3 Isolate (if possible) electrical faults (including broken switches/sockets, faulty fan heaters and light fittings) and report.

4. Building and equipment maintenance (in conjunction with the Head of Maintenance and the Morning Caretaker)

- 4.1 As required, unblock sinks, washbasins, toilets and waste taps; replace tap washers, check and adjust ballcocks; lubricate door and window fittings; wind clocks and replace batteries; make safe any broken windows by boarding.
- 4.2 Check operation of Venetian, vertical and roller blinds. Arrange regular cleaning of these.
- 4.3 Remove or paint out all graffiti, as necessary.

5. Outside Duties maintenance (in conjunction with the Head of Maintenance and the Morning Caretaker)

- 5.1 Gather and remove litter. Empty external litter bins daily.
- 5.2 Clear leaves from hard surface areas (as required seasonally)

- 5.3 Remove grass/weeds /moss from hard surface areas and from hard surface areas and from the footings of buildings.
- 5.4 Treat pathways and steps with rock salt or clear ice and snow.
- 5.5 Unblock external drains as required
- 5.6 Tidy dustbin areas daily and hose down weekly. Report non collections to the Bursar.
- 5.7 Where appropriate, attend to the septic tank.
- 6. Internal Cleaning (in conjunction with the Head of Maintenance and the Morning Caretaker)**
- 6.1 Where a cleaning contractor is appointed, monitor standards and report deficiencies to the Bursar.
- 6.2 Clean areas not covered by the cleaner/contractor.
- 7. Portage Duties**
- 7.1 Assist with unloading/distributing.
- 7.2 Distribute and move equipment and furniture, as required.
- 8. Supervision of other contractors**
- 8.1 Liaise with and supervise, where directed, site contractors involved with: building repairs and construction; heating, engineering and plumbing repairs; equipment repairs; other contractual services.
- 9. General**
- 9.1 Report weekly to the Bursar
- 9.2 To provide support service for school and PTA events as required.
- 9.3 Check dispensers, holders etc. and replenish soap, toilet rolls, paper towels, personal hygiene requirements as necessary.
- 9.4 Check fire equipment and take part in any fire drill.
- 9.5 Complete the weekly fire log books.
- 9.6 Test and log the emergency lights.
- 9.7 To be a main key holder
- 9.8 Drive the school mini bus as required to collect or deposit pupils, including the evening bus route. Section D1 on a valid driving licence is highly desirable.
- 9.9 Undertake any other reasonable duties of a similar nature as the Bursar/Head teacher may reasonably require.