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## Caretaker

**Job title:** Caretaker  
**School:** Villiers High School  
**Line manager:** Site Manager  
**Hours:** 35 hours per week (times to be agreed)

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### Main purposes of the job

- To provide a caretaking service for the school, ensuring that the school premises are cleaned to the approved specification and taking overall responsibility for the security and day-to-day maintenance of the school site.
  - To ensure that the school provides a secure environment for its staff and pupils and visitors.
  - To understand Health and Safety Policies and ensure that all duties are carried out with due diligence to health and safety procedures.
  - To participate in the staff review and development appraisal process.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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### Main responsibilities and tasks

#### Security

1. To ensure that the agreed procedures and systems for opening and locking the school are fully implemented securing the building using the alarm system and reporting any potential security breaches.
2. Be responsible for the operation of any and all fire and burglar alarms serving the school premises. This will include being the main key holder and will require the post holder to open and close the school ensuring all doors and windows to buildings are secure, all perimeter gates are secure and disarming or rearming the alarm systems as appropriate.
3. To maintain the security of school premises during the day in accordance with the requirements of the school. This will include regular patrolling of the grounds, taking reasonable action to discourage unauthorised parking of vehicles in playgrounds, car parks or in any position likely to cause an obstruction and to be vigilant of any strangers on site; challenging in accordance with defined procedures and reporting as appropriate to the business manager or other designated person
4. To be the main key holder and attend to call outs emergencies
5. To provide access to the school site out of school hours as requested
6. To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed.
7. To ensure that lighting and heating is kept in good working order.
8. Liaise with site manager about the school's requirements of contractors and report any problems at the first opportunity.
9. Welcome contractors on site and, in the absence of the Site manager, check DBS clearance before they enter the premises.



10. Supervising contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate

### **Cleaning Duties**

11. Undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and assembly of waste for collection.
12. Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
13. Carry out "deep cleaning" annually and as required.
14. Ensure that cleaning equipment is properly maintained and in good working order.
15. Order and maintain supplies of cleaning materials for own use, and domestic consumables for school use.
16. Ensure adequate supplies of domestic consumables are in all cloakrooms and toilets and to order and collect necessary materials.
17. Keep necessary records and maintain logs associated with cleaning routines.
18. To ensure that all ground surfaces are safe both internally and externally.
19. Immediately spot clean spillages of liquids, solids and body waste as required.
20. Clean the toilet areas if required during the day.
21. Be aware of COSHH procedures and ensure that safe handling procedures are applied to all cleaning products.
22. To plan, train and supervise the work of the cleaners and organise a rota for cleaning duties at the school if appropriate.
23. Work collaboratively with cleaning staff to ensure smooth running and delivery of cleaningservices.

### **Portering**

24. To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school. To arrange for the disposal of redundant furniture and equipment in accordance with Borough procedures.
25. Provide a portering service around the school and assist with receipt, distribution, collection and despatch of goods.
26. Set out tables, chairs and other items as required.
27. Move furniture between rooms as required.
28. If required, cover meetings and lettings for the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting. With the prior arrangement of the appropriate person.



## **Health and Safety**

29. To ensure caretaking duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
30. Attend inspections by Health & Safety Governor as required
31. To carry out equipment testing as appropriate and report any faults to the appropriate person.
32. Carry out regular health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing and report findings to Site manager
33. Carry out weekly Health & Safety checks relating to playground equipment, hazards around school and potential unsafe practices; report findings to the site manager
34. Operate and monitor CCTV / surveillance systems and access control systems and take appropriate action to report any faults/ incidents to the appropriate person
35. Carry out fire drills in consultation with the appropriate person.

## **Repair and Maintenance**

36. To ensure alarm systems are kept in good order.
37. Take reasonable action to keep drains, downspouts, waste pipes etc..... clean and clear of minor blockages that are clearly visible.
38. Report any need for repair or maintenance work to the Site manager
39. Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish.
40. Ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the Site manager.
41. Immediately report any defects to the site manager and take any remedial action if possible.
42. To ensure that the school is adequately heated and to control the level of heating and ventilating throughout the buildings as required by the school.
43. To assess maintenance/space needs where necessary and use initiative to take appropriate action. Meet on a regular basis and give advice and make recommendations for improvements to appropriate person.
44. Arrange for minor repairs and works to be carried out by contractors in consultation with the appropriate person and negotiate prices for such work to ensure best value for the school and attend appropriate site meetings.
45. To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues.
46. 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.

## **Other Responsibilities**

47. Maintain all logs and appropriate records and actions in accordance with procedures.



48. To be able to communicate effectively both orally and in writing.
49. To meet on a regular basis with the site manager but be able to work with minimal supervision and to given timescales.
50. To work as part of a team and form good relationships with other colleagues
51. To maintain confidentiality over matters relating to the school, pupils staff or parents.
52. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
53. Undertake other duties consistent with the post and job description, as may be required from time to time by the Site Manager, Director of Finance and Facilities or Headteacher.
54. Actively participate in any appropriate training when required and attend network forums