

Job Description Caretaker

Job title:	Caretaker	Grade: Scale 4 (18-21)
School:	St Paul's CE Primary School	
Line manager:	Head Teacher / School Business Manager	
Hours:	Caretaker 2:30-6pm (3.5 hours) 17.5 hours per week, 5 days per week, all year round, with the possibility of occasional over time.	

Main purposes of the job

- To be responsible for the general maintenance, cleanliness and security of the school.
 - To have a sense of pride in keeping our school environment in excellent condition, show initiative in work and to be proactive in maintaining our site.
 - 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 be a key holder and to be responsible for the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use at which you are in attendance.
2. To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
3. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
4. To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.
5. To patrol the site to check for hazards, damages and intruders when opening and closing and to record any actions.
6. To report any health and safety concerns to the site manager and undertake actions as appropriate to remedy issues.
7. Supervising Contractors as appropriate, regarding access to the site, monitor and log the progress of the work as appropriate.

Purchasing and storing

8. Ensure the proper and safe storage of equipment and materials and to inform Site Manager when stocks are running low
9. Ensure the proper maintenance of all machinery related to the above categories.

Repair and maintenance

10. Adhere to all recycling schemes.
11. Make repairs, and manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and is compliant with all health and safety rules.
12. Record all repairs and keep a maintenance log of routine and non-routine tasks

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13. To prioritise and undertake the programme of works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork, as advised by the Site Manager.
14. Immediately report any defects to the Site Manager, Head teacher or School Business Manager and take any remedial action.
15. To assess maintenance/space needs where necessary and use initiative to take appropriate action.

Portage

16. Undertake any necessary portaging duties in line with relevant policies e.g. delivery checks and manual handling .
17. Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods.

Health and safety

18. Ensure compliance with all Health and safety legislation and report any concerns to the SBM.
19. Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
20. To ensure 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.
21. To carry out equipment testing as appropriate and report any faults to the appropriate person.
22. Carry out fire drills in consultation with the appropriate person and recorded.
23. To be familiar with risk assessments and notify Site Manager of any changes to risk.

Other responsibilities

24. To notify the cleaning contractor of any events in school that may affect the start of the daily cleaning routine.
25. Ensure that tasks are completed to the expected standard.
26. To report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
27. To undertake duties as may be required by the Headteacher/SBM.
28. To carry out all duties in line with the Council and school's policies.
29. To monitor the quality of cleaning undertaken by the cleaning team and work closely with the cleaner in charge regarding standards of cleaning throughout the school.
30. To undertake 'emergency cleaning duties' which may occur during the school day and to check the toilets through the day
31. Maintain an actions list in accordance with tasks..
32. To be able to communicate effectively both orally and in writing.
33. To work as part of a team and form good relationships with other colleagues
34. To maintain confidentiality over matters relating to the school, pupils, staff or parents.
35. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
36. To undertake broadly similar duties commensurate with the level of the post as required.
37. Actively participate in any appropriate training when required.

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Professional conduct and safeguarding

The school expects staff to set a good example to pupils through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and maintain appropriate boundaries.

The code of conduct agreement on appointment sets out the school's expectations with regards to standards of professional behaviour.

Staff must ensure they are aware and comply with school policies and procedures with regards to child protection and safeguarding.

All staff have a legal duty to raise concerns where they feel individuals are failing to safeguard and promote the welfare of children. (See whistle blowing policy)

Staff are required to work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

Signatures of line manager and job holder

Signature of Caretaker:

Date:

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Signature of post holder:

Date:

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