**Loxford School Trust**

**CARETAKER**

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| ACCOUNTABLE TO | CEO/Site Headteacher/DOFO/Site and Facilities/Site Manager (Management) |
| MAIN PURPOSE OF THE JOB | To provide, an effective premises management, caretaking and maintenance service for the school. |

**Main Functions**

**Security of Premises**

1. Be responsible for the routine and emergency opening and closing of school premises and grounds when required, ensuring that gates are locked and opened at the required times and that the school is open for staff, pupils and other users each school day.
2. Ensure that all doors and windows are secured and all lights, heaters and other appropriate pieces of equipment are switched off after use.
3. Ensure gates are locked and opened at certain times as directed by Management.
4. Take reasonable steps to deter trespass on school premises and adhere to standard school safeguarding and health and safety and other policy and procedures.
5. Carry out any necessary duties incurred with burglar or fire alarm systems where fitted.
6. Carry out security procedures for school buildings and grounds when required.
7. Report to Management in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
8. Undertake the responsibility of keyholder including responding to emergencies relating to the site if required.

**Heating and Lighting**

1. Ensure that the school is at the required temperature each school day.
2. Keep boiler-house clean and tidy and undertake regular checks.
3. Replace light bulbs and tubes as directed, applying appropriate health and safety regulations.

**Cleaning of Premises**

1. Ensure that the playground, paths and all hard areas are kept clean and tidy of leaves, litter etc.

2. Carry out cleaning in specified areas as allocated by the Management, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism.

1. Clean outside hard areas daily e.g. playground, paths and entrances, collect all litter and convey to nominated collection point. Clean gullies and drains at surface level when required.

**Maintenance**

1. Notify the Management of the necessity for any repairs or maintenance including those which are outside the normal caretaking duties. Undertake those as instructed within the caretaking duties. Interact with the management and response to the electronic site management reporting system.
2. During school closure periods undertake basic maintenance work, i.e. painting, repairs etc. based on consultations with the Management.
3. Ensure that the site is maintained and fit for purpose at all times.
4. Use the Spice Works system in order to assist with response to maintenance needs across site.

**Health and Safety**

1. Remove all refuse and recycling internally collected from within the school is conveyed to the nominated collection point for collection by refuse contractor.
2. Ensure waste is disposed of correctly.
3. Be aware of and adhere to all procedures on health and safety, including asbestos procedures.
4. Enable access in the event of snow, flooding or other emergency situations, including manually clearing paths.
5. Organise staff to achieve access during emergency situations.
6. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the Management of the school.
7. Undertake risk assessments where required.

**Other Duties**

1. Take delivery of stores and materials, and undertake general porterage duties as directed.
2. Ensure that all caretaking and maintenance equipment is clean and in good working order and that caretaker’s storage areas and cupboards are clean and tidy.
3. Manage and escort contractors onsite inline with school safeguarding procedures as directed and required.
4. Carry out reasonable instructions of the Management.
5. Carry out minor or temporary repairs as required.
6. Replenish consumable items i.e. soap, towels, toilet paper etc as required.
7. Take out of use caretaking/cleaning equipment known to be faulty and report the need for repair.
8. Move furniture and equipment as required.
9. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
10. Undertake any other duties of a similar level and responsibility as may be required from time to time.
11. To carry out the above duties in accordance with our Equalities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

September 2017