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**JOB DESCRIPTION – CARETAKER**

**Responsible to:** Executive Facilities Manager

**Hours:**  27 or 37 hours per week

**Salary:** Dorset Grade 6

**Main Responsibilities**

1. As the main keyholder to be responsible for the security of the school premises, to assist the Headteacher in making any arrangements to cover periods of absence of other keyholders.
2. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
3. To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
4. To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
5. To undertake a range of handyperson duties as directed by the Headteacher to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
6. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
7. To take delivery of stores, goods and equipment and arrange storage or distribution as required.
8. To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
9. To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
10. To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
11. To clean defined areas of the school premises, together with any emergency cleaning needs.
12. To make arrangements as authorised by the Headteacher for the purchase of any cleaning equipment and materials which may be required.
13. To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
14. To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplied of consumables are available.
15. To set out/put away furniture for school events, and undertake general porterage as required by the Headteacher.
16. To make appropriate arrangements for the collection of school waste.
17. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

November 2018