



JOB DESCRIPTION:

Caretaker (Temporary to cover long-term absence)

Responsible to: Headteacher and School Business Manager

Responsible for: Care of premises and as detailed in main duties below

Days of work: Monday to Friday

Hours of work: 25 hours per week, 7.00am to 12 noon.



Purpose of the job

To provide a safe, healthy and cared for school environment.

Knowledge, skills and experience to provide an effective and efficient service on a daily basis.

Main Duties

- Responsible for oversight of all health and safety matters in school, which includes leading and directing staff within the health and safety remit in liaison with the Senior Leadership Team.
- Responsible for the cleanliness of school ensuring the site and premises are clean and to resolve any issues arising from this.
- Responsible for the ordering and monitoring of cleaning materials and the safe storage of all items to ensure we are complying with COSHH legislation.
- Line management of cleaning staff, ensuring they are following the cleaning rotas to ensure that the work is kept to a high standard.
- Training of new cleaning staff, which includes cleaning techniques and stressing the importance of Health and Safety guidelines.
- Arranging works with contractors to improve the school environment in a cost effective manner, including taking into account pupil and staff safety whilst work is being completed and ensuring all works completed are health and safety compliant.
- Liaison and arranging for contractor to be on site as part of the ERYC cyclical agreement, ensuring that maintenance and servicing is carried out in a timely manner.
- Key holder and security of premises. First responder to any alarm calls.
- Responsible for providing access to premises, e.g., contractors / emergencies.
- Daily site monitoring checks of the grounds and premises, including maintenance, to ensure that all play areas, paths and drives are free from litter and all rain water gratings and gutters are clear of debris.
- The clearing of paths and playground walkway areas in snowy and icy weather conditions, including salting the areas to make safe, this includes the salting of staff carparks.
- The clearing of leaves and weeds from the playground / drainage / walkways and entrances. This includes the outer and inner perimeter fence and wall.
- The cutting back of any overgrown hedges and tree branches on and around the school site. This includes any overhanging branches on the Maxwell Road school site of which we are responsible.
- Responsible for all repairs and maintenance within the site and premises of the school boundary.
- Working at heights, as required. Such as changing light bulbs, removing debris from guttering, etc.
- Weekly alarm testing and recording therein.
- Liaison with SLT for termly fire drills and recording full details therein.

- Responsible for heating, day to day management of boilers, etc. Maintenance of appropriate temperature, checking of plant / equipment.
- Responsible for all premises related risk assessments, including Electrical and Fire Risk Management.
- Water Safety (chlorination). Weekly water checks and monthly legionella checks with records kept therein.
- Porterage of equipment including frequent lifting and carrying, such as stores / resources / furniture / disposal of rubbish / waste. Arranging skip hire as and when required.
- Arranging cover at short notice when cleaning staff are absent.
- Assembling / disassembling furniture.
- Keeping up to date and comprehensive records of all matters appertaining to the maintenance, care and upkeep of the premises; including all equipment therein.
- To deal with any pest infestations.
- Jet washing of walkways in the courtyard and pond area as and when required.
- Liaison with garden maintenance team to ensure areas are kept maintained.
- Ensuring that you are on site when required by the Headteacher, such as during school holiday periods, when furniture may need to be moved around school and other necessary works carried out, whilst pupils are not in school.