



### School Caretaker – Job Description

<b>Job Title:</b> School Caretaker	<b>Grade / Salary:</b> Grade 4, point 7 (£20,092, pro rata)
<b>Responsible to:</b> Headteacher/ School Business Manager	<b>Hours:</b> 10 hours per week – term time plus 2 weeks
<b>Responsible for:</b> N/A	

### Purpose of role

- To ensure effective delivery of premises and maintenance services across both schools
- To ensure a clean and safe environment across both schools
- To ensure the security of both school buildings and grounds

### Main Duties

- Ensure the school buildings and gates are locked, and unlocked when necessary.
- Ensure the site is safe and well maintained.
- General grounds maintenance, including emptying playground bins and putting bins out for weekly refuse/recycling collection
- Undertake a daily site walk to identify concerns and issues.
- Carry out minor repairs ie, unblocking drains, changing bulbs, hanging shelves etc.
- Switch off unnecessary lights and heating to assist with the compliance of the County Energy Conservation.
- Check for running taps and turn off.
- Collect and assemble waste.
- Undertake cleaning duties not in cleaner's remit ie litter picking, replenishing toilet roll and soap/hand sanitizer.
- Provide emergency access to site.
- Undertake activities to maintain a safe external environment ie gritting pathways/clearing snow
- Participate with the moving of furniture withing the building.

- Maintain orderly and secure storage of supplies.
- Carry out decoration programme agreed with Headteacher.

### **Responsibilities**

- Conduct weekly tests of the fire alarms.
- Take electricity meter readings.
- Carry out Legionella Testing on the water systems.
- Ensure all actions on the Health & Safety/Fire Audits are adhered to.
- Be aware of all stopcocks and electricity meters.
- Carry out annual PATs testing, if trained to do so.
- Supervise workmen without a DBS
- Act as keyholder for out of hours alarm activations.

### **Professional development**

- To undertake appropriate professional development in order to ensure continued effectiveness in the role

### **General responsibilities**

- To participate in staff training days and other training opportunities as required
- To ensure compliance with Health & Safety and COSHH standards within the school environment
- Carry out general upkeep and maintenance of both premises.
- Follow policies and procedures for child safety and safeguarding at all times.
- Contribute to the overall ethos and vision of the Federation.
- Ensure safe use of equipment and materials.
- Wear suitable and appropriate clothing.

This job description is not necessarily a comprehensive definition of the post and the post holder may be required to undertake other such tasks.

All post holders are expected to continually develop and will be encouraged to develop skills and capabilities within their role.

**This role will require a Disclosure & Barring (DBS) check**