

JOB DESCRIPTION

CARETAKER

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Reports to: Executive Headteacher, Federation Support Manager

Job Purpose

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the School's assets to support the objectives of the centre.

Main duties & responsibilities

- 1 Responsible for ensuring the building and contents are secured
- 2 Provision of access to the building and grounds to authorised persons at all reasonable times
- 3 I Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary

II Carry out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyman.
- 4 Operation of the heating and lighting systems: monitoring usage and promoting energy conservation in the school.
- 5 Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- 6 Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher and or Federation Support Manager
- 7 Monitoring the standards of cleaning of the building.
- 8
 - a) Plan in conjunction with the Headteacher / Federation Support Manager (Resources/Premises) and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
 - b) Maintain a register of keys issued on the instructions of the Headteacher / Federation Support Manager (Resources/Premises).
 - c) Requesting unauthorised users of the site to leave; calling for the attendance of the police if necessary (in accordance with agreed guidelines).

- d) Specific duties are as follows:
 - am Taking off alarm systems, unlocking of gates and entrance doors and checking as far as possible that the premises have not been disturbed. Switching on of lights, setting heaters and opening of windows as might be required.
 - pm Walking round premises, manually re-setting heaters, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates, setting of alarm system.

- 9 Providing such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other similar emergencies.

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 - a) Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
 - b) Carrying out maintenance and repairs to the property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified)
 - c) Drawing the attention of the appropriate Federation Support Manager, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the staff.
 - d) Directing tradespeople and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is requirement to sign satisfaction note.
 - e) Replacement of light bulbs, fluorescent tubes etc.
 - f) Carrying out routine procedures and inspection of ancillary equipment, eg: pumps, batteries, window blinds, etc.
 - g) Ensuring all caretaking and, where applicable cleaning) equipment is in a safe clean and working condition.
 - h) Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.

NOTE The Caretaker's direct activities are limited to situations where safe access can be obtained and suitable tools are available.

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 - a) Operating the heating plants so that the required temperatures are maintained in the premises and that an adequate supply of hot water is available. Carryout frost precaution procedures.
 - b) Monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
 - c) Taking steps to reduce energy consumption and in conjunction with the Headteacher/Federation Support Manager (Resources/Premises) promoting the awareness of other staff concerning energy conservation.
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 - a) Preparing for daytime, evening and activities, clearing and (in specific circumstances) cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
 - b) Laying out of furniture for meetings as laid out in weekly diary and movement of these within the school
 - c) Taking delivery of stores, materials and other goods; storing and/or moving them within the school as required.
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 - a) Attending to such duties appertaining to the premises as may occur from time to time
 - b) Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
 - c) Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish
 - d) Emptying of outside litter bins, disposal of all rubbish and cleanliness of dustbin areas.
 - e) Emergency cleaning in the absence of cleaning staff, eg spillage of paint, vomit, etc.
 - f) Ensure that both schools have supplies of soap, toilet rolls and towels etc.
 - g) Take appropriate remedial action or report working practices or usage conditions that may contravene the requirements of the Health & Safety at Work Act 1974 and the Fire Precautions Regulations.
 - h) Dealing with instructions received from the Headteacher/Federation Support Manager (Resources/Premises) or their authorised representative in accordance with the school's regulations concerning the letting of the premises and carrying out such duties as may be required.
 - i) Carrying out the reasonable instructions of the Headteacher/ Federation Support Manager(Resources/Premises)

- 17 Making out such work records and other documentation as may be required
- 18 Ensuring that the premises and furnishings are cleaned in accordance with the School's standards and methods.
- 19 Carrying out and recording regular health and safety checks such as fire alarms, legionella etc. and ensuring records are kept up to date.