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**JOB DESCRIPTION: SCHOOL CARETAKER**

**Basic Objectives of Post: The School Caretaker will:**

1. To ensure the efficient and effective day-to-day running, presentation and management of the School site, ensuring a warm, clean, safe and secure environment for all authorised users of the site and visitors.

1. To carry out school maintenance and repairs ensuring these works are carried out in accordance with the relevant Health and Safety legislation and to handle the day to day issues related to such works.

1. Be conversant with the Health and Safety policies relevant to the post, including those relating to manual handling, working from height, control of legionella’s and fire safety.

1. Be able to attend relevant health and safety training as provided by the school in order to carry out the duties of the post.
2. Ensure the compliancy and monitoring IT systems are kept up to date

1. Carry out any additional duties as required by the Head Teacher and Office Team.

**Duties and Responsibilities / Functional Links:**

The Caretaker is responsible for the day to day cleanliness and tidiness of the school and the upkeep of the school grounds.

Duties will include:

* Ongoing repair and odd job work as necessary
* Assembly of resources
* Decoration
* Maintaining and rectifying day to day wear and tear
* Supervision of maintenance contractors on site as directed.
* Receipt and distribution of any ordered goods, materials and equipment for the school, checking delivery notes and ensuring staff receive goods ordered.
* Monitoring and maintaining stock levels of necessary consumable items.
* Responsible for the school’s timely waste management collections including all recyclables.
* The movement of furniture including preparation for special events (staging).
* Supervising the entrance and ensuring parking compliance on school grounds.
* Supporting school events. Some out of hours working is expected.
* Contribute to wider opportunities in school e.g running an afterschool club for pupils
* Organising and logging information regarding:

· Water management records

· Pest control records

· Waste management

· Energy usage including data collection and record keeping

The Caretaker will become a trusted ‘Key Holder’ for the School and expected to carry out any necessary duties that this may involve call out in the event alarms are triggered etc.

**Grounds**

* The Caretaker will be responsible for the general upkeep of the school grounds. This includes clearing the grounds of all rubbish, leaves and snow / ice as appropriate (following the gritting plan) and ensuring that all fire exit /escape routes are clear and accessible.
* The Caretaker will ensure that all boundary areas / walls, entrances and exits are secure at all times.
* The Caretaker will undertake pruning and planting to ensure that the flower beds are watered as needed.
* To ensure any painting to the exterior is completed as needed.
* Markings on field for sporting events
* Ensure paths are cleared, maintained and hazard lines are maintained highlighting steps/ raised areas.
* Display boards are kept up to date with current posters and newsletters.
* Maintain the Forest Area and ensure it remains an active area for children.
* School grounds will be inspected daily.
* To use initiative to promote the school and standards.

**Maintenance and Minor Repairs**

The following is a list of ‘typical’ activities to be undertaken by the School Caretaker. It is an indication as to the types of duties expected:

* Repair and maintenance
* Decorating
* Repair and installation of furniture and equipment.
* Assist in the preparation of props for school productions.
* Fitting and building resources as required.
* Completing requisitions of basic stock.
* Small plumbing.
* Making areas safe in the event of a hazard.

**Cleaning**

* Cleaning areas/ disinfections as needed during the school day including
* Maintaining and polishing the parquet flooring in the hall.

**Hours of Work**

The Caretaker will be in attendance between 7am – 9.30am and 3-6.30pm on each school day. At the start of each working day the Caretaker will be responsible for seeing the cleaning team off the site and doing a site check, opening doors and windows as required and alerting the Office Manager to any matter requiring urgent attention.

**School Holiday Duties:**

The Caretaker is expected to be available during all holiday periods as required, hours will typically be 9am – 2pm however this is flexible depending on the works being completed. This will involve; providing access for contractors leading deep cleans, repairs, redecoration and maintenance that otherwise would not be practical to carry out during the school term time.

**Interpersonal Skills**

The Caretaker will be:

* Required to meet and relate to pupils, teachers, SLT, parents, contractors, members of the public etc and must be able to deal with all people in a polite and courteous manner
* Able to maintain total confidentiality about school matters.
* Competent in IT matters.
* Conscientious, flexible, trustworthy and reliable.
* Physically fit and active, and have good DIY skills.

Ideally, the caretaker will also:

* Have some experience of gardening.
* Have undertaken appropriate Health & Safety training.