

JOB TITLE: Caretaker

REPORTS TO: Site Manager

DEPARTMENT: Facilities Department

SECTION: Secondary School

PURPOSE OF JOB

To work proactively under the direction of the Site Manager, ensuring the upkeep of a high standard of cleanliness, maintenance & security to the school, to ensure a clean and safe learning environment for the students.

- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve differing problems
- First point of contact for contractors to the school
- Serious problems can be referred to manager/supervisor/Headteacher

PRINCIPAL ACCOUNTABILITIES

- To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To ensure designated areas are cleaned in accordance with the building cleaning specification as directed by the Headteacher or designated nominee. This may include hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To carry out and/or to ensure all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines
- To be responsible for any gardening within the school grounds (including maintaining playing fields and monitor contractors work if necessary) in order to ensure a presentable and safe environment for students, staff and visitors.
- To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.
- To carry out minor repairs and report defects such as faulty plugs, fuses etc to supervisor/manager.
- To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.

- To read all meters and record as required, including assistance with energy conservation procedures, and to operate heating and hot water supply plant in accordance with agreed policy instructions and carry out frost precaution procedures.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be a key holder for the school premises, responsible for routine opening and closing of the school premises if required.
- To ensure access is provided to cleaning/contractors' staff within approved times.
- To perform risk assessments if required, and to liaise with other agencies in order to ensure Health and Safety checks are carried out, and that Health & Safety standards are maintained.
- First point of contact for contractors to the school
- To liaise on a daily basis with the Site Manager to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.
- To carry out activities relating to the up keep and maintenance of an on-site swimming pool if applicable:
 - To operate and maintain heating and filtration systems
 - To test water and add chemicals to maintain water in good condition
 - To ensure that Health and Safety standards are strictly adhered to
 - To clean pool, surrounds and changing rooms.
 - To carry out other operations that may be required by the Local Authority policies
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the School's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The post will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Head teacher or his representative

Dorothy Stringer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment