

## **GREAT AND LITTLE SHELFORD CE (A) PRIMARY SCHOOL JOB DESCRIPTION - CARETAKER**

**Reports to:** Mr. Christopher Grey (Headteacher)

**Responsible for:** The care and maintenance of the school buildings and school grounds

### **Job Purpose:**

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

### **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. Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary. 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. Maintenance of the school grounds including general weed control, clearing of leaves/ice/debris on hard standing areas, liaising with contractors when specialist equipment is required.
6. Be an accredited swimming pool carer (training will be given) to ensure the pool is clean, chemical balances and kept in range the plant equipment is running effectively (summer term only).
7. Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction e.g. lunchtime tables and chairs
8. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Finance/Premises Secretary, Headteacher or Deputy.
9. Monitoring the standards of cleaning of the building.
10. Plan in conjunction with the Finance/Premises Secretary and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.  
Requesting unauthorised users of the site to leave; calling for the attendance of the police if necessary (in accordance with agreed guidelines).
11. Specific duties are as follows:  
Early morning:
  - a. Disabling alarm systems, unlocking of gates and fire doors and checking as far as possible that the premises have not been disturbed.
  - b. Switching on of lights, setting out of rooms, where necessary.
  - c. Health and Safety check of site, including remedial action where possible.
  - d. Clearance of snow or leaves and other such seasonal tasks.
  - e. Basic maintenance tasks including window and door cleaning at the lower level

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- Late evening (if necessary on occasions):
- a. Walking round premises, checking that windows are closed, lights switched off and internal doors locked, as might be required.
  - b. Locking of external doors and gates, setting of alarm system.
12. 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.
  13. Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
    - a. 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 handyman (within the range of work specified)
    - b. Drawing the attention of the Finance/Premises Secretary by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond your competence and responsibility.
    - c. 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.
    - d. Replacement of light bulbs, fluorescent tubes etc.
    - e. Carrying out routine procedures and inspection of ancillary equipment, e.g. pumps, batteries, window blinds, etc.
    - f. Ensuring all caretaking and cleaning equipment is in a safe clean and working condition.
    - g. Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
  14. Operating the heating plant so that the required temperatures are maintained in the premises and that an adequate supply of hot water is available.
    - a. 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 Finance/Premises Secretary promoting the awareness of other staff concerning energy conservation.
  15. Preparing for daytime, evening and weekend activities, clearing and (in specific circumstances) cleaning up after these activities including PTA events, lettings and community use.
  16. Laying out of furniture for meetings as laid out in weekly diary and movement of these within the school
  17. Taking delivery of stores, materials and other goods; storing and/or moving them within the school as required.
  18. Attending to such duties appertaining to the premises as may occur from time to time
    - a. Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
    - b. Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish

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- c. Emptying of litter baskets and bins, disposal of all rubbish and cleanliness of dustbin areas.
  - d. Emergency cleaning, e.g. spillage of paint, vomit, etc. Replenishment of soap, toilet rolls and towels
  - e. 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.
  - f. Dealing with instructions received from the Finance/Premises Secretary, Headteacher or her authorised representative in accordance with the school's regulations concerning the letting of the premises and carrying out such duties as may be required.
  - g. Carrying out the reasonable instructions of the Headteacher or Finance/Premises Secretary
19. Making out such work records and other documentation as may be required
20. Ensuring that the premises and furnishings are cleaned in accordance with the School's standards and methods.
21. During quieter times the cleaning work will include any special tasks that become necessary, including the use of step-ladders in accordance with the School's guidelines and other non –routine cleaning e.g., polishing and buffing hall floor, shampooing of carpets

To note:

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