JOB DESCRIPTION

**SCHOOL:** WYNDHAM PRIMARY SCHOOL

**POST TITLE**: Caretaker – EE800

**GRADE:** N5

**REPORTS TO:** Health & Safety and Estates Manager

**MAIN PURPOSE:** To work under the direction of the Health & Safety and Estates Manager, having responsibility for the day to day management of the school building and grounds. Undertake inspections of the site in respect to appearance, maintenance and Health & Safety. To manage and monitor building cleaning and deal with contractors on site.

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Tasks will include, but aren’t limited to, the following:

**RESPONSIBILITIES:**

* To ensure the general security of the school’s premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Multi-Academy trust, Local Authority and Local Governing Board
* To supervise, monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of duties, ordering of materials, etc.
* To carry out first line repairs and maintenance
* Identify and report preventative maintenance and carry out specialist repairs/works of buildings/grounds/equipment
* To undertake general portage duties
* To ensure that the premises are open for use as and when required and securing the premises after use
* To be responsible for supervising outside agencies on site with regard to repairs and maintenance of the school building
* To inform the Leadership Team and liaise with appropriate personnel regarding inconsistencies after evaluating works carried out on the premises
* To place orders for cleaning and caretaking supplies, tools, or services

**SECURITY ACCESS:**

* To be named key holder for the school premises
* Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
* Regular checking of security devices/systems and setting of the alarm system where provided
* Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc
* Assist with fire evacuation and lockdown practices
* Securing windows/doors after damages and ensuring that repairs are carried out in accordance with schools policy, i.e.
  + - notify Police of malicious damage, obtaining a crime reference number;
    - request repairs to be carried out
* Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary
* Routine monitoring and problem solving for external motorised premises gates

**HEALTH & SAFETY:**

* Ensuring that the school internal and external premises are safe and in good working order
* Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules especially COSHH are adhered to
* To attend appropriate and relevant Health & Safety training courses
* Ensure that areas involved with ‘sickness’ or communicable diseases are cleaned and disinfected immediately
* Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position
* To act as named Fire Warden for fire evacuations
* Create and update risk assessments where appropriate

**GENERAL MAINTENANCE:**

* Carry out repairs and maintenance of a semi-skilled nature
* Reporting, via the Head Teacher, any repairs and maintenance work required at the school which is beyond the competence of the postholder
* To direct contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
* To obtain quotes, schedule works, and allow site access to external contractors
* Liaising with the Cleaner in Charge for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc
* Checking lamps/florescent tubes and replacing as necessary
* Carrying out specific procedure in the event of fire, flood, accident or major damage as directed by the Business Continuity plan
* Ensuring that all cleaning equipment is in a safe and efficient working condition
* Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
* Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on term breaks and at weekends and securing the premises after use. Where this involves overtime working, an appropriate payment will be made.

**PORTAGE:**

* Moving furniture and equipment around the school premises, as requested
* Taking delivery of goods ordered by the school and storing if required

**HEATING SYSTEMS:**

* Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school
* Carrying out frost procedures when necessary
* Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition

**GROUNDS MAINTENANCE:**

* Ensuring that all hard play areas and paths are clean and free from litter and excrement
* Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
* Emptying outside litterbins and keeping areas around the school premises litter free
* Maintenance/care of shrubbery areas, willows, and bushes within the school grounds and along the perimeter fencing
* To cut all grassed areas surrounding school and maintain grass cutting machines

**OTHER DUTIES:**

* Duties in connection with cleaning and safe storage of design technology, computer and electrical equipment
* Participate in training and other learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date: