



Facilities Family

Job Description

Role Title	Typically reports to	
Caretaker	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
CT3	6	October 2024

Purpose of the role (job statement)

To work under the instruction/guidance of the headteacher or designated member of staff and in accordance with the practices and procedures of the local authority. The Caretaker will be responsible for security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities). Lighting, heating, and cleaning premises including maintenance and operation of plant; portering and handy person duties and such other duties which may arise from the use of the premises.

The Caretaker will supervise other staff who may include an Assistant Caretaker or Cleaner.

Main Duties: -

- maintain good relationships with children, parents, governors, and visitors to the school.
- be the main keyholder for the school and the first contact for emergencies out of hours.
- assist the office administrator with checking of dinner money prior to Securicor collection.
- advise the office administrator of any cleaning, maintenance, and toilet shortages for ordering supplies.
- move furniture and equipment, as required, within the regulations for safe handling.
- assist in setting up the hall for assemblies and special functions.
- retrieve items from the school roof, as required.
- accommodate any reasonable requests for lettings and community use out of hours.
- attend relevant courses and training in connection with all aspects of the post.
- as the need arises, and in negotiation with the headteacher, carry out other duties necessary to benefit the school.
- supervision of staff
- be responsible for the daily inspection of school premises and ensure that no hazards prohibit the safe use of the building or grounds.
- report any damage to the headteacher and the appropriate authority and organize any necessary emergency repairs.
- check that any remedial work has been carried out appropriately.
- ensure that the building is suitably secure when not in use: this will include checking that windows are closed, all exits are locked, and gates padlocked.
- regularly check that fire equipment, alarm and security systems are inspected and recorded accordingly: this will include the maintenance of the fire drill register.
- clearing pathways in snowy or icy conditions
- ensure that relevant health and safety knowledge is kept up to date.
- be responsible for appropriately cleaning any accidental spillages in school or grounds when on duty.
- ensure that litter bins are placed in designated positions and emptied daily.
- inspect the main cloakroom areas: ensuring that they are safe following the start of the school day and playtimes, especially on wet mornings, when on duty
- ensure that all areas of the school are free of graffiti, from debris, including litter and leaves, and ensure that safe and adequate pathways are cleared in snowy or icy conditions.



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- supplement the cleaning of premises within the lea cleaning contract, as agreed with the headteacher.
- liaise with the cleaning staff.
- carry out any minor repairs to school equipment or building, as requested by the headteacher: this may include a range of joinery, plastering, plumbing, electrical and painting tasks, such as clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc.
- ensure that the building and grounds are adequately lit this will include changing light bulbs, ordering new supplies and notifying the headteacher and la of any damage or required maintenance work.
- ensure the building is adequately heated: this will include monitoring and maintaining the boiler house equipment and bleeding radiators.
- read appropriate meters, as required: notify the la of readings and monitor the economical use of utilities.
- inspect the roof area regularly to see that it is safe: extractor fans are working properly, and gullies are free of leaves to ensure the building is as watertight. as possible

Responsibilities: -

- be aware of, and comply with, policies and procedures relating to child protection, health, safety, and security,
- confidentiality and data protection, reporting all concerns to an appropriate person.
- be aware of and support difference and ensure equal opportunities for all.
- contribute to the overall ethos/work/aims of the school.
- appreciate and support the role of other professionals.
- attend and participate in relevant meetings, as required.
- participate in training and other learning activities and performance development, as required.