



JOB DESCRIPTION

Caretaker

Reports to: Headteacher and Line Manager(s)

Job Purpose: To provide an onsite caretaking/cleaning service ensuring the security, care and availability of the building, furniture, fittings and equipment.

Main duties & responsibilities

- To act as principal keyholder for the school and be the first point of contact and for out of hours contact (supported by external contractors).
- To ensure the security of the building, contents and grounds at all times.
- To be responsible for routine locking and unlocking of the building and gates, giving access to contractors out of hours as required.
- To supervise lettings of the school premises, including locking and unlocking for community use.
- To maintain constant awareness of the physical condition of the grounds, buildings and furniture and reporting any defects/problems which cannot be rectified to the person responsible for Health and Safety.
- To support and streamline premises management through liaison with contractors and suppliers, arranging for deliveries or works to be carried out in line with school procedures.
- To carry out minor repairs/maintenance to the property, fixtures, fittings and equipment and a range of handy person duties where such work is within the capabilities of a handyperson.
- To carry out cleaning duties (approximately 15 hours per week) alongside our cleaning contractors in order to maintain a high standard of hygiene, liaising to streamline efficiency.
- To be responsible for the correct disposal of all waste.

"We have faith in God, ourselves and everyone around us in order to achieve our full potential academically, emotionally, socially and physically, thereby empowering us all to make a positive difference to the world."

- To be responsible for the upkeep and appearance of external areas, carrying out routine maintenance and communicating with grounds maintenance contractors as necessary.
- To ensure that cleaning and caretaking supplies and equipment are sufficient and maintained in a safe working condition.
- To carry out routine safety inspections and maintain records as required by Health & Safety regulations, good practice and school procedures. Monitoring records to ensure completeness at all times.
- To maintain risk assessments and COSHH documentation appropriate to department and comply with safe working practices at all times.
- To ensure that all external areas, paths and drives remain free of litter and hazardous materials and that all drains, gutters and gullies are free flowing and clean as appropriate.
- To clear pathways of snow and apply salt when required keeping records of this action and in line with recommended practice.
- To be aware of energy saving measures and implement these where possible.
- To undertake training as required to meet the needs of the role and postholder.
- Holiday entitlement will be taken by mutual agreement to balance term time needs alongside school closure goals.
- To carry out other tasks as directed by the Headteacher /Line Managers, that are consistent with the aims of the post.