



## **JOB DESCRIPTION: Site Caretaker**

Grade:	Grade
Hours per week:	15 hours per week
Weeks per year:	52 weeks per year
Reporting to:	Executive Headteacher in conjunction with School Business Officer
Liaison with:	Senior Leadership Team  Teaching staff  Support staff (including midday supervisors and admin staff)  Cleaning staff

To be read in conjunction with: Stanley Common's Caretaker Person Specification

### **Job Description**

#### **General Premises Management**

- Ensure pathways are cleared and made safe, particularly in icy conditions.
- To carry out all premises checks in accordance with the premises log book and where possible, take steps to rectify any issues or report to YMD Boon for a contractor to attend school where this is not possible.
- To ensure that basic health and safety principles are in place across the school and take steps to introduce appropriate procedures.
- Operate heating plant in accordance with manufacturer's instructions to ensure that required temperatures are maintained and an adequate supply of hot water is available.
- Replacing light tubes as and when required and accessible.
- Maintain adequate stocks of cleaning materials and equipment.

#### **Site Security**

- Unlock the school site in the morning and secure the site in the evening.
- Respond as named contact should the alarm sound out of school hours or to other call outs.



## **Emergencies**

- Provide safe access to the school and classrooms in the event of snow, ice, minor flooding or other such emergencies.
- Carry out necessary procedures in the event of fire, flood, breaking and entering, accident or minor damage.
- Work alongside school leadership to co-ordinate the response to any emergencies.

## **COSHH**

- Implement a safe storage system for COSHH.
- In conjunction with the Executive Headteacher and School Business Officer, ensure that all COSHH Risk Assessments and safety sheets are completed and up to date for the products used in school.
- In conjunction with School Business Officer, ensure that 2 copies of up-to-date Risk Assessments and safety sheets are kept in school, one in the school office and one in the caretaker cupboard.

## **Contractor Management**

- Meet, greet and support contractors onsite.
- Liaise with SBO to arrange contractors for specialist jobs.
- Ensure that contractors are aware of asbestos on site where works will require them to work in close contact or where works may result in disruption of asbestos.

## **Cleaning duties**

- To effectively undertake all cleaning duties include washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings, and inner glass.
- To ensure that all cleaning operations are carried out in compliance with current Health and Safety, COSHH and other regulations, school procedures/processes and risk assessments in place at school.
- To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations, and the training provided by the school.
- To clean designated areas of the school throughout the day to the highest possible standards.
- Refill and replace consumables, such as toilet rolls, paper towels, etc.
- Ensure all areas of the school are clear of litter.
- Emptying of bins. Ensuring that all refuse is disposed of appropriately, promptly and stored away from the main building.
- Any additional duties as required to ensure the school is in a clean, hygienic and safe condition, and that provision of this aim is effective and efficient.



## **Fire Safety**

- Plan termly fire drills in liaison with the Executive Headteacher and complete a record of all drills carried out.
- Carry out all checks in line with the premises log book relating to checking fire extinguishers, fire doors, emergency lighting and fire alarms – highlighting any identified faults in the premises log book.
- Keep up to date with any changes in regulations or procedures in relation to fire safety and implement changes to school policy, process and routines accordingly with the support of the Executive Headteacher and School Business Officer
- Promote best practice in fire safety by highlighting any key areas of concerns in classrooms i.e. blocked fire exits, cluttered walkways, etc.

## **Training**

- Complete premises management training during induction.
- Undertake first aid training

## **Other duties**

- Upon request, set out/put away furniture for school events.
- Arrange furniture in rooms where necessary.
- Assemble new furniture
- Ensure school clocks are set to the correct time.
- Keep drains clear of obstruction.
- Organise deep cleaning during school holidays.
- Any other duties proportionate to the post.

## **Grounds Maintenance**

- Identify areas of the grounds requiring attention and report to school office.
- Sweep leaves and debris from pathways and access routes
- Clear drainage channels in playground of leaves and debris.
- Keep outdoor areas free of litter and debris and empty litter bins
- Removal of weeds from paved and tarmac areas
- Pressure wash muddy pathways and access routes
- Clearing of guttering – in line with working at height criteria.

## **Other**

- Any other duties required by the class teacher, or senior leaders, which is in the scope of the post.

- At all times carry out duties with due regard to Stanley Common CofE Primary School's Health and Safety policy.

