

TURNDITCH CE PRIMARY SCHOOL

CARETAKER

JOB DESCRIPTION

POST: Caretaker

GRADE: 4

RESPONSIBLE TO: Head of School; School Business Manager

MAIN DUTIES AND RESPONSIBILITIES:

To provide efficient and effective support to the establishment including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Site security:

- Responsible for the security of the school site and buildings.
- Act as a key holder for the school site.
- Be on-call to respond to the school's security alarm at all times.
- Work with the School Business Manager and Admin Team to ensure all contractors are properly signed-in at the school office and deal with any enquiries they may have.

Organisation and maintenance:

- Responsible for the upkeep, appearance, maintenance, and safety of the school site and buildings.
- Ensure internal and external cleaning is carried out efficiently and to a high standard. Undertaking such duties as and when required.
- Ensuring sinks, toilets, gutters and drains are kept clear and free flowing.
- Ensure the school's heating system and other services, e.g. floodlighting and surveillance systems, run correctly by undertaking regular maintenance checks.
- Ensure all lights are switched on and off as per the agreed school timetable across both schools and carry out necessary maintenance, e.g. changing bulbs.
- Carry out weekly inspections of all school buildings, fittings and fixtures, and undertake minor repairs where necessary. Ensuring the maintenance of complex matters are referred and work is undertaken as appropriate.
- Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions.
- Maintain tidy and organised workspaces and storage areas.
- Ensure processes are in place for reporting problems relating to the school site and buildings.
- Ensure the safe and secure storage of all toxic and flammable substances.
- Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment.
- Work with the School Business Manager to organise and liaise with contractors to ensure any large maintenance work and repairs can be carried out suitably.
- Work with the School Business Manager to ensure value for money is achieved across all relevant services, e.g. when getting quotes from contractors.
- Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture.

- Ensure safe working standards are observed at all times, and adhere to and promote the school's policy and procedures in relation to health and safety.
- Respond to fire alarms and carry out fire safety checks in collaboration with the School Business Manager.
- Maintain a smart appearance at all times, acting as an ambassador for the school and setting a good example for pupils.
- Keep up-to-date records relating to health and safety, fire safety and any evacuation procedures that have been carried out.
- Maintain a log of portable electrical equipment and to undertake visual checks in accordance with the Electricity At Work Act
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).
- Ensure adequate risk assessments are undertaken and help to review these where necessary.
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Other duties:

- Follow the school's procedures relating to manual handling and lone working.
- Ensure all hirers follow the school's lettings policy and procedures while using the school site.
- Work with the Head of School to identify any training and development needs, and actively seek out CPD opportunities as required by the school.
- Ensure the school's safeguarding procedures are followed.
- Promote and actively support the values of the school.
- Provide a secure, caring and enriching environment for all the children.
- Act in accordance with school policies and procedure and relevant legislation, particularly in relation to child protection, safeguarding, health and safety and behaviour management.
- Contribute and support colleagues with the planning and preparation of all learning areas (inside and outside).
- Play an active role in contributing to the life of the school and the wider community.
- Participate in and contribute to staff meetings and INSET as required.
- Continue own professional development in line with school improvement priorities and personal professional needs.
- Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed Employee:

Date:

Signed Head of School:

Date: