



JOB DESCRIPTION: Site Caretaker

Grade:	Grade D
Hours per week:	20 hours per week
Weeks per year:	52 weeks per year
Reporting to:	School Business Manager and Head of School
Line Manager:	Head of School and Executive Headteacher
Liaison with:	Senior Leadership Team Teaching staff Support staff (including midday supervisors and admin. staff) Cleaning staff

In conjunction with: St James' 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 SBM, ensure that all COSHH Risk Assessments and safety sheets are completed and up to date for the products used in school.
- In conjunction with SBM, 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 SBM 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.

Line Management and cleaning duties

- Line manage school Cleaners, ensuring that work is carried out to a high standard.
- Support cleaning staff with cleaning of floors and access routes – including shampooing of carpets outside of term time.
- Carry out cleaning duties as required.

Fire Safety

- Plan termly fire drills in liaison with the Head of School/School Business Manager 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 SBM.

- 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

- Deal with and distribute deliveries, including parcels, milk and fruit.
- 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 St James C of E Junior School's Health and Safety policy.