



Princes Primary School

JOB DESCRIPTION

<u>Job Title</u>	CARETAKER	
<u>Grade</u>	Grade 4	
<u>School</u>	Princes Primary School	
<u>Responsible to</u>	School Business Manager	
<u>Liases with</u>	School Business Manager/Headteacher	
<u>Main purpose of job</u>	<p>The postholder is responsible for duties covering health, safety and security, heating, lighting and (as directed), for portage, minor repairs and maintenance, and all general duties of this kind associated with the support of the premises for the purpose for which these are designated. The post holder is also responsible for the maintenance and operation of the hydrotherapy pool in accordance with school procedures when the lifeguard is unavailable.</p> <p>This role will involve working a shift system between the hours of 7.00am to 5.30pm Monday to Friday.</p>	
<u>Duties and responsibilities</u>	Leadership and Management	<ul style="list-style-type: none"> • Ensures that school policies relating to the role of caretaker are complied with and objectives and deadlines are achieved and appropriate conditions of service are adhered to. • Monitors contractors on site. • Supports the development and implementation of quality procedures and systems throughout the school on facilities matters to ensure that the school's needs are met. • To carry out whole staff training on premises related issues • Nominated First Aider
	Financial	<ul style="list-style-type: none"> • To report faults to the School Business Manager. • To read meters as necessary and maintain approved records including any concerned with energy conservation matters.
	Personnel and Staffing	<ul style="list-style-type: none"> • To attend to the opening and closing / securing of the premises and to be responsible for general security at all times. • Interact with children to contribute to and support the learning process • To promote and maintain the School's and the Councils Equal Opportunity policies.

	Facility	<ul style="list-style-type: none"> • Opens the buildings and premises to ensure access prior to the commencement of the school day when designated staff are on leave • Ensures that site is physically secured on completion of school related activities. • Sets security codes and sets alarms and security devices. • Changes security codes and alarms when required • To carry out errands as directed by the School Business Manager.
		<ul style="list-style-type: none"> • To meet and attend to all contractors on the site and monitor their provision. To highlight areas of concern or non-compliance to the School Business Manager. • To provide a portorage service on the site. • Monitors and operates the service, maintenance and efficient working of all site services e.g. heating and lighting, water and electricity supply, waste storage and removal. • To undertake specified indoor cleaning duties, including the inside surfaces of windows up to 335cm from floor level. • To clean and be responsible for routine grounds maintenance including the tidiness of paths, drives and other hard surfaces within the site grounds. • To undertake repairs and maintenance of furnishings and buildings as agreed with the Head teacher. • To keep paths, access points and entrances free of snow and ice to ensure safe passage. • Periodically, to clean lamp shades and light diffusers, taking account of instructions given on cleaning at heights. • Act on the reporting of defects in buildings, furniture, fittings and plant as required by regulations or the instructions of the Head teacher. • To oversee the replenishment of soap, towels, toilet paper to all lavatories on the site as necessary. • To maintain adequate stocks of caretaking and cleaning supplies. • Emergency cleaning in critical areas (e.g. toilets), as directed by the School Business Manager, wherever a health risk is deemed to exist.
	Secretarial	<ul style="list-style-type: none"> • To maintain a record of works and directed work. • Undertake regular property and site inspections to identify health and safety issues and contribute to risk assessment. • To maintain the required records of all work activities and contractors activities on site relating to COSHH, Risk Assessments, Safe Access and Safe Working Practices and Waste Disposal. • To maintain Fire or Emergency Evacuation procedures and records.

	General	<ul style="list-style-type: none"> • Maintain awareness of current practices by attending training sessions as required. • Maintain confidentiality and security of information at all times and be aware of the requirements of the Data Protection Act 1998. • To note and report as necessary on matters affecting the health and safety of persons on the site. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees, visitors and contractors in accordance with legislation and the School and Council's Policies. • Undertaking other duties, commensurate with the status of this post, as may become necessary and as discussed and agreed with the post holder.
	Contract Variations	<ul style="list-style-type: none"> • This job description is not meant to be definitive nor restrictive, but act as a Broad Guide and outline to the postholder. It will be reviewed and changed from time to time according to the changing needs of the school.