



“Growing in God’s love, achieving our dreams.”

Caretaker Vacancy

**Job Description for the post of Caretaker at Our Lady Star of the Sea Catholic Primary School,
Horden**

Post Title:	Caretaker
Scale:	Grade 2 Point 3 - Point 4 (£13.05 per hour) £24,796 - £25,185 (Pro-rata £18,094 to £18,378 per annum)
Hours:	27 hours per week Monday - Friday
Work Pattern:	Working hours on a split shift: <u>Monday to Thursday</u> 7.00am – 9.30am 3.00pm - 6.00pm <u>Friday</u> 7.00am – 9.30am 3.00pm - 5:30pm

Responsible to: Headteacher

Main Purpose of the Job

To carry out a full range of duties to provide for high standards of cleanliness and general security and maintenance of school premises. To include handyman activities and some supervision of cleaning staff.

Key Duties

1. To ensure the school is well presented and maintained to a high standard and that the promotion of Health and Safety is enshrined in all activity.

2. Produce a termly health and safety report for the Headteacher on site management issues.
3. Provide information for Governors meetings when required.
4. Be prepared to work a split shift and coordinate holiday allocation with colleagues. There is an expectation that all leave will be taken during school holidays.
5. Attend out of hours emergencies.
6. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
7. To advise the Head Teacher / SLT Link / Trust Estates Manager or other designated person of repair and maintenance issues, undertaking repairs and maintenance tasks as required.
8. To keep all school buildings and grounds secure, including opening and locking of school premises, responding to security alarm or other call outs in accordance with agreed procedures.
9. Ensuring all reactive repairs are properly and promptly carried out and reported to the Head Teacher / SLT Link / Trust Estates Manager or other designated person.
10. Undertake a range of handyman duties as directed by the Head Teacher that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings, repairs to taps and cisterns, fitting shelves/ notice boards etc).
11. Identify and report building, furniture or fittings deterioration and/or failure to the Head Teacher and to undertake any remedial action such as arranging emergency repairs and obtaining quotes from contractors.
12. Monitor consumables and stock and inform of shortages through agreed processes.
13. Undertake general portering duties, including moving furniture, deliveries and equipment within the school.
14. Perform duties in line with health and safety and COSHH regulations and act where hazards are identified, report serious hazards to Head Teacher immediately.
15. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
16. Refill and replace soap, towels and other consumables.
17. To be responsible for general tidiness and safety of the outside areas including ensuring pedestrian access and parent, pupil and safety in periods of severe weather conditions; clearing snow, treating main entrances, paths, car park and yard areas with salt/grit as appropriate. Checking for broken / overhanging branches that could pose a safety risk.
18. Co-ordinate and assist with deliveries including unloading and moving to designated areas.
19. To work with the IT systems as required in the performance of duties (e.g. EVERY / Office packages).
20. Provide emergency cover to other schools within the area on an ad-hoc basis if required.
21. To carry out ad-hoc cleaning duties of the school as and when required as well as being responsible for cleaning of school hall and floor.
22. Work with the Trust Estates Manager and Trust Central Teams staff to ensure statutory compliance / health and safety requirements are met.

Specific Duties

Security of Premises

- Daily locking/unlocking of gates, doors, windows.
- Daily setting/disarming of the alarm system.
- To be a named key holder for the alarm system and attend callouts when required.
- In emergencies, securing the premises e.g. boarding up windows etc, liaising with police and requesting necessary repairs.

- Ensuring the security of the premises if they are used after hours.
- Check the building and grounds for damage and vandalism, make safe any damage and report any incidents to the Headteacher/SLT link / Estates Manager or other designated person.

Cleaning

- To clean all areas in the school in accordance with the cleaning specification to support cleaning staff. Supervision of other school cleaners to ensure standards are met.

Heating

- Operate the heating plant to maintain the required temperature in the school and ensure that an adequate supply of hot water is available on a daily basis.
- Keep boiler houses tidy and free of all combustible and foreign materials.
- Carry out frost/holiday procedures as necessary.

Electrical

- Replace light bulbs, tubes, starter motors and clean and/or replace light fittings.
- Report any major electrical faults to Head Teacher.

Health and Safety

- Checking premises and equipment daily for damage/wear and tear, reporting to Head Teacher.
- Ensure electrical equipment is switched off before locking up.
- Ensuring safe storage of equipment and materials.
- Ensuring that safe methods of work are adopted in line with Health and Safety requirements including legionella and asbestos management.
- Attendance at appropriate Health and Safety training courses when required.
- Snow clearing and gritting of paths etc. as required.
- Carry out weekly testing of fire alarms and take part in fire drills.
- Ensure safe storage and handling of chemicals in line with COSHH regulations.
- Carry out weekly water flushing in line with legionella requirements.
- Carry out and update risk assessments and identify issues relating to health and safety for site to ensure everyone on the premises is safe in compliance with Health and Safety legislation and appropriate regulation and polices.
- Maintain and keep up to date with accident reporting and record keeping.

Resources

- Use manual tools and power tools for appropriate repair and maintenance tasks. Use of cleaning equipment such as buffing machine for which training will be arranged as necessary.

General Duties

- Carry out repairs and maintenance which are not beyond the scope of a competent DIY person.
- Carry out minor gardening duties as required, maintaining tubs and planters around the school.
- Keep signage clean and free from algae and dirt.
- Keep path, entrances, steps, yards and car park clear of leaves, moss and mud.
- Undertake areas of painting when needed/necessary.
- Ensure that all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement.
- Carry out daily inspections of the playing fields and play grounds, ensuring they are safe for use by pupils and reporting any issues to Head Teacher.

- Sweeping pathways around the school.
- Unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect.
- Tidy dustbin areas daily and empty as required including collecting and assembling waste for collection.
- Check dispensers, holders etc. and replenish liquid or bar soaps, toilet rolls, paper towels and personal hygiene requirements as necessary.
- Monitor sickness/absence and conduct return to work interviews for site/cleaning staff.
- Identify areas of the site/building requiring improvements or action to ensure a quality provision for everyone.
- Quality assure all contractors and providers working to develop the site.
- Quality assure all cleaning services and grounds maintenance.
- Ensure maintenance/monitoring of the C.C.T. V. and door entry systems.
- Retain and keep up to date the building compliance management system (EVERY / Durham CC portal).
- Such other duties as may be allocated from time to time commensurate with the grade.

Porterage Duties

- Moving of furniture and other equipment around the school premises as required.
- Receive inward delivered goods and assist with unloading/storing as required.
- Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs, tables etc. and ensuring fire exits are clear.

Knowledge and Skills

- Willingness to undertake training and to attend meetings required, working with the Trust Estates Manager to satisfactorily carry out the above requirements.

Key Contacts and Relationships

- Daily contact with the Head Teacher, school Office Manager, or other nominated staff. Regular contact with Trust Estates Manager.
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance.