



Inspiring Educational Excellence for Everyone

**ARDEN**forest  
C of E Multi Academy Trust

## ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE:** SCHOOL CARETAKER

**POST LEVEL :** Band D NJC 4-5

### **BROAD DESCRIPTION:**

Works under broad direction and laid down procedures.

Responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment.

Has responsibility for undertaking minor or temporary maintenance and repairs.

Drives minibus.

Supervises school caretaking/premises staff.

Responsible to the Headteacher or nominated representative for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

**Responsibility for others:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

**Responsibility for staff:** The post supervises, checks work, instructs or trains a small number of staff.

**Responsibility for budget:** The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc..

**Responsibility for physical resources:** The post has considerable responsibility for cleaning, maintenance and repair of a range of equipment or buildings and /or responsibility for security of buildings.

### **TYPICAL TASKS**

#### **Security:**

Carrying out security procedures for the school buildings and grounds

Routine and non routine opening and closing and security of premises and grounds

Take action to prevent trespass on the premises

Ensure unauthorised parking of vehicles does not occur

Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

**Cleaning:**

Ensure the premises and furnishings are cleaned in accordance with the school's/authority's standards, including supervising, organising and appraising the work of cleaning staff  
Carry out regular cleaning inspection and maintaining log sheet  
Ensure floors are stripped and retreated at appropriate intervals  
Order cleaning materials and equipment  
Maintain time book, fill in claims forms etc

**Maintenance:**

Ensure that site is maintained and fit for purpose  
Carry out minor maintenance work and repairs.  
Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.  
Check for and report damage as appropriate  
Direct contractors to sites of repair and maintenance work  
Inspect work of contractors where satisfaction note required  
Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available  
Carry out frost precaution procedures  
Carry out procedures in event of fire, flood, breaking and entering, accident or major damage  
Provide emergency access in the event of snow or minor flooding or similar emergency situations  
Ensure playing areas and paths are free from litter  
Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary  
Ensure that caretaking and cleaning equipment is in a safe and working condition Undertake occasional painting (of doors/small areas etc)  
Ensure COSHH records are maintained and associated procedures are adhered to

**Stock:**

Receive delivery of stock, materials etc, ensuring appropriate storage.  
Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary

**Lettings:**

Prepare for after-school activities and ensure accommodation is prepared for normal school use  
Undertake school lettings in accordance with the lettings procedures

**Other:**

Move equipment and resources as required  
Mark sports pitches (where appropriate)  
Drive school minibus  
Check fire alarm systems  
Assist Headteacher (or nominated representative) in undertaking risk assessments

**QUALIFICATIONS/TRAINING AND LIKELY ABILITIES**

Be aware of and understand the HSE regulations, e.g. H&SAW and COSHH guidelines  
Literacy skills to complete forms and orders, write instructions, understand and follow H & S and COSHH instructions  
Numeracy skills to check goods, carry out stock control and undertake calculations  
Able to carry out procedures, routines and follow instructions  
Able to operate cleaning equipment, machinery and tools and undertake basic maintenance  
Have minor maintenance skills (eg plumbing, electrical, glazing, woodwork) to make safe.

Understand basic administrative systems (lettings, time book, extra hours, maintenance hotline, ordering)

Understand and be familiar with the layout and organisation of the school and its site.

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children

Able to supervise and train premises staff, as appropriate

Able to take initiative and be proactive

Can solve straightforward problems, respond to unforeseen circumstances (eg hazards, accidents etc)

Previous experience in caretaking or related field