

## **ST ANN'S R C PRIMARY SCHOOL**

### **JOB DESCRIPTION - CARETAKER**

#### **MISSION STATEMENT**

*'We, the family of St Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.*

*Motivate, learn, inspire.'*

#### **Main duties and responsibilities:**

##### **Management & Supervision:**

- Ensure contractors or directly employed cleaners perform to the standard laid down in the cleaning specification (including certification of time sheets). The Caretaker will report to the Headteacher on any failure to meet the required cleaning standards
- Maintain effective working relationships and ensure good timekeeping, and ensuring work schedules and standard are maintained
- Undertake the cleaning of those areas as directed by the School Business Manager
- Establish constructive relationships and communication with contractors and other agencies and professionals
- Manage and monitoring of any facility or building contractors that are undertaking work on the school's premises

##### **Security:**

- Manage the opening and closing of school to include all appropriate gates, windows, doors etc for the purpose of school use (eg Parent/Staff/Governor meetings)
- Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur
- In conjunction with the Headteacher, ensure the safe use of the school site at all times
- Undertake regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate. Liaise with additional key-holder as appropriate.

##### **Heating:**

- Manage, check and control system function, including frost precaution procedures
- Report all defects to the appropriate maintenance contractor and Headteacher

**Energy Conservation:**

- Reading, recording and reporting all meter readings as required by the Headteacher
- Implement recommendations authorised by Headteacher
- Ensure lights and other electrical equipment are switched off as appropriate

**Emergencies:**

- Cleaning sickness, etc and spillage's as required
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate
- Liaise with emergency services, ensuring appropriate access and assistance

**Internal Maintenance:**

- Weekly checks of playground equipment
- Reporting all defects which require specialist repair
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required
- Regularly inspect all plumbing and report/repair defects as appropriate
- Undertake specified cleaning duties as directed by the Headteacher
- Synchronise all clock, time switches, etc as required
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs, erecting shelves, notice boards as appropriate (excluding electrical equipment)
- Organise and carry out minor decoration programme as agreed with the Head teacher
- To be responsible for the implementation of a planned maintenance programme
- Ensure regular health and safety checks are completed eg fire alarms, water sprinklers, legionnaires testing,
- Oversee and monitor the electrical testing of portable electrical appliances and maintain appropriate records
- Collect and assemble waste for collection
- Undertake activities to maintain a safe, clean and orderly learning and working environment
- Organise and participate in the movement of furniture and supplies within the building

**External Maintenance:**

- Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily
- Clean and clear all drains, gullies and ensure effective and healthy operation
- Inspect outside fabric of the school and report and/or repair defects as

- appropriate
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate
  - Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc
  - Order any necessary de-icing materials
  - Inspect all outside areas for hazardous materials and consult with Headteacher for the best method of removal
  - General maintenance of school grounds

**Stock Control:**

- Maintain stock levels as required, ordering and receipt of supplies within agreed budget (responsibility for the supply and availability of hygiene materials as required)
- Ensure safe storage of all stock in clearly labelled cupboards/areas

**Line Management**

The Caretaker is responsible to the Headteacher. The postholder manages the school site, working in collaboration with other staff members and agency staff. The role requires the jobholder to be self-motivated with excellent time management, planning, organisation and practical skills. The ability to be able to function under pressure and use initiative is essential.

This is a description of the main duties and responsibilities of the post at the date of production. Holiday entitlements are to be taken within the school holiday periods and the post-holder will be available to work flexible hours when required.