

Job Description

Job Title:	Caretaker
Responsible to:	Premises Lead and Principal
Responsible for:	The security, improvement, maintenance and cleanliness of the school buildings
Salary:	Pay Band D, SCP 3-4 (£24,027 to £24,404 per annum)
Hours:	37 hrs per week with additional hours as and when required for 52 weeks of the year

Main Duties and Responsibilities

1. The efficient operation of the school site in accordance with the Authority's and Governors' Policies, individual site policies and in particular those relating to the Health and Safety at Work Act 1974.
2. Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance; security of all windows, doors and gates; switching on/off lights as appropriate.
3. Setting of intruder alarm and initiation of response procedure following alarm activation.
4. Planning in conjunction with the Headteacher and Cleaners the allocation of working hours and holidays to ensure adequate cover for the school at all times.

Repairs and Maintenance

1. Inspecting the site to identify building defects (service, repair, decoration), the initiation and progression of works orders and the maintenance of appropriate records.
2. Ordering and replacing low level florescent tubes, light bulbs and other fittings as required.
3. Removal of graffiti (excluding that requiring removal by specialists).
4. Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occurs during normal school hours.
5. Carrying out water testing as required by Worcestershire Local Authority.
6. Carrying out fire alarm testing.
7. Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.

Building & Contracts

1. To discuss and identify with the Headteacher minor building and decorating work to be done.
2. To liaise with contractors prior to work commencing, during the period of the contract and afterwards if necessary.

Cleaning

1. To allocate duties to, and monitor the performance of, cleaning staff to ensure high standards of cleaning are maintained throughout the school.
2. Daily cleaning of agreed areas of the school, plus other areas in the absence of cleaners. Also other areas where there is a health or safety risk or additional cleaning and/or deep cleaning is required due to viruses or outbreaks.
3. Daily: empty internal bins, including recycling bins; wash all practical area floors; with a separate mop and bucket wash all toilet floors.
4. Inspect and replenish soap, toilet paper and paper towels.
5. Control of cleaning materials and paper towels, including ordering, distribution and monitoring of materials.

Grounds

1. Maintain a litter-free environment as far as is practicable, emptying external waste bins and remove internal rubbish as necessary. Ensure bins meet health and safety requirements re. distance from buildings and use to climb on. Support and promote recycling initiatives in school.
2. Clear snow/fallen leaves to main routes of access/egress as far as is reasonably practicable.
3. Order resources required and salt main pathways to ensure safe access/egress for pupils and staff.

Energy

1. Care and operation of the heating plant and general cleanliness of the boiler house.
2. The reporting of any defects to the appropriate body.
3. Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary.

Other duties

1. Receipt and removal of light goods and materials, including the delivery of milk and fruit to the practical area, using trolleys and following any manual handling procedures recommended.

2. The effective operation of the school's policy regarding use of premises, including oversight and monitoring of after-school activities.
3. Willing to drive the minibus to transport students to Educational visits & other schools within the MAC

Special conditions

The post holder must at all times carry out his responsibilities with due regard to Local Authority and Governors' policies, organisation and arrangements for Health and Safety at Work.

The post holder must at all times carry out his responsibilities with due regard to the Catholic ethos of the school.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.