

# Job description

<b>Job title:</b>	<b>Caretaker</b>
<b>Job ref:</b>	<b>XS 1.2</b>
<b>School:</b>	
<b>Grade:</b>	<b>XS 1.2a Dorset Grade 5 / XS 1.2b Dorset Grade 4</b>
<b>Reports to:</b>	<b>Site Manager / Bursar / Headteacher or other nominated member of staff</b>

## Main job purpose

To carry out a range of duties to contribute to the security, safety and maintenance of the school premises, under the general supervision of the Headteacher (or other nominated supervisor)

## Main responsibilities and duties

1. As the main keyholder to be responsible for the security of the school premises and to assist the Headteacher in making any arrangements to cover periods of absence of other keyholders.
2. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
3. To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
4. To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate.
5. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
6. To be responsible for taking the delivery of stores, goods and equipment and arrange storage or distribution as required.
7. To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
8. To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
9. To monitor usage of electricity, water and any other fuel. Taking such meter readings as may be required.
10. To clean defined areas of the school premises, together with any emergency cleaning needs.
11. To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
12. To set out/put away furniture for school events, and undertake general portering as required by the Headteacher.
13. To make appropriate arrangements for the collection of school waste.
14. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

No formal qualification requirements but some previous experience of health and safety procedures and supervision of premises is required.

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## Supervision & management

The postholder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

## Problem Solving and creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or other incidents occurring out of school hours.

Identification of health and safety hazards throughout the school premises.

## Key contacts & relationships

Daily contact with the Headteacher (or other nominated supervisor) and cleaning staff. General contact with other school staff and contractors/suppliers.

## Decision making

Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher responding in line with agreed school policies and procedures.

## Resources

Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided.

## Working environment

1. Size of school/number of classrooms. This post will not normally have direct supervisory responsibility for other caretaking or cleaning staff.
2. In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.
3. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.
4. Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

Approval			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

