



Job Description

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St. Helens Council

Post:	Caretaker
Department:	Place Services
Grade:	SCP 11 -13
Responsible to:	Area Supervisors / Head teacher
Purpose of the Post:	Under the direction of the Supervisor and in certain instances the Head teacher, the Caretaker will be responsible for the care and security of the premises. The Caretaker will ensure that the school operates effectively and will provide the necessary support in accordance with their responsibilities and instructions. The Caretaker will comply fully with all health and safety requirements at all times.

Duties and Responsibilities:

1. Will be the key holder and will be responsible for the security of the premises including the operation of fire and burglar alarms.
2. To be responsible for the unlocking and locking of the building at the relevant times as instructed.
3. To report any damage defects to the appropriate person including initiating the repairs system and ensuring the contractors carrying out the repairs are advised of the location.
4. To ensure that all caretaking equipment is kept in a clean condition and any defects are notified to the supervisors.
5. To carry out any cleaning duties internally or externally as required by the Supervisor and/or Head teacher.
6. To ensure safe and adequate storage of cleaning and other equipment.
7. To check the heating and other energy systems and ensure that they are operated in accordance with the manufacturer's instructions, and that all defects are recorded and reported.
8. To ensure and maintain adequate ventilation at the school.
9. To carry out any portering duties of whatever reasonable nature, bearing in mind the requirements of the manual handling regulations.



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10. To carry out internal window cleaning and external window cleaning at ground floor levels.
11. To ensure that the playgrounds/fields are kept clean and free of hazardous material e.g. glass, hypodermic syringes etc. To ensure that areas are clear of snow and ice to protect children, staff and visitors.
12. To clean and maintain all gullies, traps, inspection chambers and waste pipes.
13. To carry out minor repairs to the school as instructed. N.B. Repairs must only be carried out provided that Caretakers are competent to do them, have been trained, have the proper tools and protective equipment and fully comply with Health and Safety standards.
14. To respond if necessary in emergency situations during and after normal working hours in accordance with the wishes of the school.
15. To undertake in emergency situations only, School Crossing Patrol duties in the absence of the regular School Crossing Patrol (Job Description and Person Spec included).
16. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
17. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
18. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: Aug 2013

Date Updated: March 2015

Date Updated: October 2016