

HAYDOCK HIGH SCHOOL

Caretaker Job Description

Variable hours as stated in the advert

Additional hours will be required during the day and evenings for events that take place and flexibility during the holidays to accommodate contractors on site.

Purpose of the Post:

Under the direction of the Business Manager and the Headteacher 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.

Principal Responsibilities

To play a key role in ensuring that the school environment:

- Is safe and healthy.
- Supports learning and teaching.
- Is secure.
- Is clean and well maintained.
- The minibus is clean and maintained

Main Duties

Ensure that the school environment is safe and healthy

Duties will include:

- Assist the School Business Manager and Health and Safety Co-ordinator to carry out formal inspections of the school and ground.
- Ensure that clear access is maintained in corridors, doorways and exit routes.
- Ensure external pathways and ramps are cleared of ice and snow and treated with rock salt.
- Assist Site Manager to check and test fire alarm points on a weekly rolling programme and ensure the regular maintenance of fire equipment. Arranging for routine maintenance by external contractors as appropriate.
- Ensure that all items are safely stored in school.
- Arrange for contractors to be informed of school health and safety requirements and emergency procedures and inform them of any relevant hazards on site, including ensuring contractors have sight of the asbestos register.

Ensure that the school environment supports learning and teaching

Duties will include:

- Ensure that the building maintains recommended operating temperatures during use and that any frost control measures are implemented at other times.
- Ensure that the heating and climate control systems are operated in accordance with the manufacturer' /supplier's instructions.

- Ensure that the external areas of the school are safe and well presented:

Gather and remove litter (including glass and any hazardous items) from grassed areas and hard areas.

Gather and remove leaves and herbage from hard surface areas.

- Setting out and re-stacking of chairs and tables for Examinations, Assembly, Parents Evenings and other preparation for school events of various kinds.
- Distribute and relocate equipment as directed by the Headteacher or Business Manager.
- Set up and remove furniture as required.
- To carry out portorage duties of whatever reasonable nature ensuring compliance with Manual Handling Regulations.
- Check and test intruder alarm points
- Take reasonable steps to improve the environment of the school to create an environment that supports and encourages learning.

Ensure that the school environment is secure

Duties will include:

- Unlocking the building and external gates, opening roller shutters, operating the alarm and other security systems and carrying out other tasks associated with preparing the building for use.
- Locking the building and external gates, closing/checking roller shutters, operating the alarm and other security systems and otherwise securing the building and grounds after use.
- Operating a system to ensure that all keys to the building are secure.
- Check the building, grounds, gates and fences on a daily basis for damage or vandalism. Carry out any tasks necessary to make the building temporarily secure in the event of a break in or vandal attack.
- Prevent wherever possible the presence of unauthorised individuals or vehicles within the premises, in conjunction with other agencies when appropriate.
- Record all incidents of illegal entry and vandalism and report such incidents to the police.
- Being a keyholder and attending alarm call outs as agreed with the School Business Manager.

Ensure that the school environment is clean and well maintained

Duties will include:

Ensure that the external areas of the school are clean and well maintained:

- Unblock drains as required and clear and disinfect external gullies, grids, gutters and traps.
- Tidy the skip area and hose down.
- Hoover, clean and hose down as appropriate designated internal and external areas of the school as directed including toilets, sinks, staff kitchens, paths and the playgrounds.
- All internal bins and external bins are regularly emptied and kept clean.

Carry out general repair and maintenance tasks as directed including:

- Unblocking sinks, wastes etc;
 - Replacing taps, washers and ballcocks;
 - Minor repairs to furniture and classroom equipment;
 - Putting up noticeboards;
 - Lubrication of doors and windows;
 - Replacing, as necessary, light bulbs, tubes and starter motors, and cleaning diffusers;
 - Maintaining and repairing window blinds;
 - Removing or painting out any graffiti as necessary;
 - Painting and decorating small areas.
 - Internal and external window cleaning at ground floor levels
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- Arrange, in consultation with the School Business Manager, for repairs and maintenance tasks to be carried out as appropriate by external contractors.
 - Liaise with, and monitor the quality of work and adherence to school health and safety requirements of any external contractors carrying out work in the school or grounds.
 - Assisting with the monitoring, control and ordering of material and equipment stock including cleaning equipment.
 - To ensure safe and adequate storage of cleaning and other equipment.
 - To carry out cleaning duties internally or externally as required by the School Business Manager / Headteacher.
 - Maintain the mini bus to a high standard.
 - Driving the mini bus as required.
 - To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
 - To comply with the Council's Date Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

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 not 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 College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.