

Rectory CE Primary School

Job Description – Caretaker

Hours of duty: 37 hours per week (7.00 am -10.00 am & 2.30 pm – 6.25pm)
Overtime may be required to comply with necessary duties outside of normal school hours, although there is some flexibility in working hours.
Duties may vary between term and closure periods and holiday periods will need to be agreed with the Headteacher.

Responsible to: Headteacher and School Business Manager

Duties and responsibilities.

1. Key holder responsible for security of premises and contents including the operation of fire and burglar alarms.
2. To open, close and secure the building in accordance with agreed usage times. This will include opening and closing for specific events and emergency call outs for which appropriate payments will be made.
3. To respond in emergency situations, during and after normal working hours, in accordance with the wishes of the school.
4. To ensure areas are appropriately prepared for lettings.
5. To visually inspect all internal and external areas of the premises on a daily basis. This action will be with a view to hazard spotting and reporting to Headteacher.
6. To report any damage, defects to appropriate person, including initiating the repairs system, ensuring contractors carrying out repairs are advised of the location and are advised of appropriate health and safety documentation.
7. To liaise with contractors on site, to ensure their compliance with health and safety standards.
8. To ensure all caretaking and cleaning equipment is stored safely, kept in a clean and satisfactory condition and any defects are notified to the appropriate person.
9. To ensure all storage areas, boiler houses and other associated outbuildings, are kept clean and in a safe condition.
10. To liaise with cleaning contractors to ensure all cleaning duties are carried out to a satisfactory level.
11. Order, safely store, monitor and control consumables in their charge, e.g. toilet rolls, bulbs, paper towels and cleaning materials.
12. To carry out any cleaning duties internally or externally as required by the Headteacher.
13. In the event of an accidental spillage of bodily fluids, to clean the area to the required standard and to dispose of any associated materials in accordance with current waste disposal procedures.
14. To check heating and other energy systems to ensure they are operated in accordance with manufactures instructions and that all defects are recorded and reported. Also to ensure and maintain

adequate ventilation at the school and have mind to energy conservation.

15. To carry out portage duties of whatever reasonable nature ensuring compliance with manual handling regulations.
16. To receive, check and distribute incoming goods.
17. Remove furniture from site as required in line with Council guidelines.
18. To carry out internal window cleaning and external window cleaning at ground floor levels.
19. To ensure that the school and grounds are kept clean and free of hazardous material, including glass and hypodermic needles, and to ensure that pedestrian areas within school grounds are clear of snow and ice to protect children, staff and visitors.
20. To clean and maintain gullies, traps, inspection chambers and waste pipes.
21. To carry out minor repairs to the school as instructed, including patch painting. **NB** repairs must only be carried out if Caretaker is competent and Council trained.
22. To replace light bulbs, tubes and starter motors.
23. To comply with and ensure the school complies with the Council's Health and Safety policy and associated safe working procedures and guidelines. To complete and record weekly site inspections.
24. To ensure that the documentation relating to accidents onsite is maintained to satisfactory standard and complete reportable accidents forms as appropriate.
25. To carry out risk assessments as appropriate.
26. To comply with the Council's data protection and code of practice within the service area and amongst employees within the remit of the post.
27. To undertake any training deemed necessary for Health and Safety purposes and to improve or enhance the Caretaker's capabilities.
28. To undertake any other duties as may be reasonably required by the Headteacher.