



Job Description



Post: Caretaker



Grade: SCP 11 – 13



Purpose of the Post:

Under the direction of the supervisor and in certain instances the Headteacher, 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 keyholder 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 contracts carrying out the repairs are advised of the location.
4. To ensure that all caretaking and cleaning equipment is kept in a clean condition and any defects are notified to the Area Supervisor.
5. To carry out any cleaning duties internally or externally as required by the supervisor and/or Headteacher.
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. Also to ensure and maintain adequate ventilation at the school.
8. To carry out any portorage duties of whatever reasonable nature ensuring compliance with Manual Handling Regulations.





9. To carry out internal window cleaning and external window cleaning at ground floor levels.
10. To ensure that the playgrounds/fields are kept clean and free of hazardous material e.g glass, hypodermic syringes etc. to ensure that pedestrian areas within school grounds are clear of snow and ice to protect children, staff and visitors.
11. To clean and maintain all gullies, traps, inspection chambers and waste pipes.
12. To carry out minor repairs to the school as instructed.
N.B repairs must only be carried out provided that Caretakers are competent.
13. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
14. 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.



This post is subject to Disclosure.



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



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 postholder/s at the appropriate time.

Date Prepared: January 2005



