



Willow Tree Community Primary School
Leach Lane, Sutton Leach, St. Helens, Merseyside WA9 4LZ
Tel: 01744 678730 Fax: 01744 678732
Headteacher: Mr M Bell
Website <http://www.willowtree.st-helens.sch.uk>
Email: willowtree@sthelens.org.uk



Post: Caretaker

Grade: SCP 11-13

Responsible to: Caretaking / Cleaning Supervisor

Purpose of the Post: Under the direction of the Business Manager, 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:

- Will be the keyholder responsible for the security of the premises including the operation of fire and burglar alarms.
- To be responsible for the unlocking and locking of the building at the relevant times as instructed.
- To report any damage defects to the Business Manager, including initiating the repairs system and ensuring the contracts carrying out the repairs are advised of the location.
- To ensure that all caretaking and cleaning equipment is kept in a clean condition and any defects are notified to the Business Manager.
- To carry out any cleaning duties internally or externally as required by the Headteacher/Business Manager.
- To ensure safe and adequate storage of cleaning and other equipment.
- 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.
- To carry out any portage duties of whatever reasonable nature ensuring compliance with Manual Handling Regulations.
- To carry out internal window cleaning and external window cleaning at ground floor levels.
- 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.



Willow Tree Community Primary School
Leach Lane, Sutton Leach, St. Helens, Merseyside WA9 4LZ
Tel: 01744 678730 Fax: 01744 678732
Headteacher: Mr M Bell
Website <http://www.willowtree.st-helens.sch.uk>
Email: willowtree@sthelens.org.uk



- To clean and maintain all gullies, traps, inspection chambers and waste pipes.
- To carry out minor repairs to the school as instructed.

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: May 2017