



CARETAKER JOB DESCRIPTION

POST TITLE: CARETAKER

POST OBJECTIVE: To provide efficient support to the school, ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems operate at optimum efficiency.

DUTIES AND RESPONSIBILITIES - SPECIFIC

To ensure heating and plant equipment is efficiently and effectively operated; make adjustments as necessary and report defects and malfunctions to the Headteacher.

To maintain appropriate records including intruder alarm log book and heating system record book.

Test fire alarm regularly and maintain a record.

To replacing light fittings where necessary, minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.

To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen, grease traps etc and clean up spillages as required.

To ensure that gullies, drains etc are kept free from debris and that the school/establishments and grounds are swept regularly and kept litter free.

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To be responsible for ensuring clear and safe pedestrian access to the school/establishment, particularly in adverse weather conditions (eg snow clearing, gritting).

To dispose of waste materials in a safe hygienic manner ensuring that it is available for collection as required.

To undertake portage tasks as required including setting up and clearing away furniture.

To undertake handyperson duties as directed by the Site Manager / School Business Manager as outlined below:-

Painting and decoration – Making good of paintwork eg touching up scratch damage – minor decorative projects.

Joinery – First line maintenance of fixture and fittings, examples, tightening screws on desk hinges, window hinges and door handles. Minor repairs as a temporary measure after break-ins etc. Minor repairs to fixtures and fittings, examples, replacing locks, minor repairs to furniture, replacing door and window catches. Minor improvements such as the erection of small shelves, display and notice boards.

Plumbing – Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps.

Internal Glazing – Remedial action after break-ins, for example boarding up broken windows.

To monitor stock levels of consumable items such as grit, light bulbs/tubes and arrange to replenish supplies in accordance with current procedures.

To report emergencies in the case of faults with gas, electric and water supply to the School Business Manager.

To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities.

To organise and undertake on a pre-planned bases, the stripping, resealing and polishing.

To take delivery of stores, goods and equipment and arrange storage or distribution as required.

DUTIES AND RESPONSIBILITIES - GENERAL

To adhere to existing working practices, methods, procedures.
Undertake relevant training and development activities.

It will be necessary to work with information technology and associated systems.

To maintain confidentiality and observe data protection and associated guidelines where appropriate.

To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

working hours

Daily – 4 5hrs 7-9 am - 3.30-6.00pm

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	Essential	Desirable	
Education & Qualifications	Willingness to undertake induction training Willingness to participate in ongoing training <ul style="list-style-type: none"> • • 	NVQ 1 and 2 in Cleaning and Support Services or equivalent	Application Form
Experience	<ul style="list-style-type: none"> • Handy person or DIY experience • 	<ul style="list-style-type: none"> • Caretaking or site keeper in a school or similar environment 	Application Form Interview
Skills & Abilities	Ability to work as part of a team Ability to work in accordance with the school's health and safety policies and the code of safe working practice for premises staff Ability to work to deadlines Ability to work on own initiative Ability to undertake general building maintenance Ability to lift and carry heavy items Ability to demonstrate a practical approach to problem solving Ability to communicate well with adults and students Ability to respond calmly to emergencies		Application Form Interview
Knowledge	Working knowledge of health and safety procedures and regulations, eg COSHH <ul style="list-style-type: none"> • Knowledge of moving and handling procedures • Knowledge of cleaning procedures required to meet specified standards • Willingness to develop knowledge of ICT and other specialist equipment resources 		Application Form Interview
Work Circumstances	<ul style="list-style-type: none"> • To be able to be the main keyholder on occasions and attend to rapid response "callouts" outside normal working hours • To be helpful and support staff in school where appropriate • Willingness to participate in development and training opportunities 		Application Form Interview
Responsibility	<ul style="list-style-type: none"> • The post holder will over see the cleaners in the absence of the premises manager • There are (<i>no</i>) budgetary responsibilities attached to this post 		Interview