



**Job Description – Caretaker - Grade Bexley 05**

**Responsible to: Premises Manager & School Business Manager**

**Functional links with: Pupils, Teachers, Parents, Carers, Contractors, and other school staff/visitors**

**Main Purpose of the job:**

Responsible for the maintenance, security and cleanliness of the school site.  
Undertake minor repairs and maintenance in order to ensure the school can operate safely on a daily basis.  
Represents the school in dealing with contractors and suppliers involved in the repair and upkeep of the building and site, in the absence of the Premises Manager. A basic level of computer skills is required.

**Specific responsibilities:**

**Security**

- Carry out security operations including locking, unlocking, alarms, fire, flood, breaking and entering, trespass procedures etc.
- To ensure that all fire call points, intruder alarms and emergency lighting are tested weekly/monthly as appropriate and results recorded
- To be aware of all out of hours activities including lettings at the school and ensure that these do not compromise the security or safety on the site.
- To act as a keyholder for the site and to respond to out-of-hours call outs if necessary

### **General Site Duties**

- To ensure the school is clean and tidy and is conducive to learning and that hygiene standards and regulations are met, eg. Litter picking, collection and disposal of refuse, disinfecting bins, ensure toilets/classrooms checked daily for fresh disposables etc
- To ensure that halls and other meeting rooms are set out for meetings, assemblies and other events and clearing away afterwards
- To ensure that all tools, cleaning products and equipment are safely stored and inaccessible to pupils at all time.
- Order and maintain stocktake of all cleaning materials, ensuring they comply with COSHH
- To ensure orders received into school are delivered to the appropriate area/person in a timely fashion inc. milk, fruit etc.
- To undertake minor window cleaning as required as required
- To collect and dispose of all waste, refuse, recycling and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required and provide cover to cleaning team in such circumstances
- To carry out regular check and inspections of the premises, furniture, equipment and grounds keeping records on school's software programme, Every, or manual records if necessary
- To access and respond to work requests on the Every system ensuring daily maintenance tasks and requests for minor works are carried out as expediently as possible and actions recorded in a timely manner
- To undertake minor or temporary repairs to furniture, fabric and equipment. Report issues that need more expertise to Premises Manager or SBM
- To set and monitor the school heating and hot water systems
- Ensure all contractors conduct themselves in a manner appropriate to a school environment and that they comply with all relevant Health & Safety policies and procedures
- Ensure site is clear of litter, animal faeces etc and that outdoor play areas are well maintained and safe for use eg drains clear

### **Health & Safety**

- To monitor and record monthly water testing
- To assist in conducting fire drills and monitor evacuation of building. In the event of an emergency act as site contact with the emergency services in the absence of the Premises Manager. Ensure staff are aware of correct evacuation procedures particularly when teachers change classes and/or works prevent usual escape routes being used.
- To provide safe access to the school in the event of snow, ice, flooding etc and advise the Premises Manager/SBM if the site is unsafe
- To know the location of all water and gas stop cocks and main electricity power breakers etc.
- Monitor activities of cleaning team and report any issues concerns to Premises Manager or SBM

- All duties are to be carried out in compliance with current legislation, TKAT Health & Safety policy and procedures and any site specific policy and procedures

**Administration**

- To log inspections and checks on the Every system and keep such manual records as may be appropriate to demonstrate compliance with local procedures and statutory obligations
- To use Every to establish and maintain a log of repairs/improvements
- To record all tools and equipment, their state of repair and where they are kept
- To ensure mechanical equipment is inspected prior to each use and power tools are inspected and has been PAT tested before use
- Review CCTV when required and maintain access rights for staff
- With support from Premises Manager/ SBM keep up to date with best practice in premises management.
- Report any premises issues caused or raised by those letting the premises to Premises Manager/ SBM
- Report safeguarding concerns in line with school policy

*This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.*

Signed by	Post Holder:	Date:
	Line Manager:	Date:

