



Job Description

Name of Post Holder:	
Post Title	Caretaker
Post Purpose:	Core focus is building security, premises cleanliness, and general building maintenance, portering, liaising with contractors together with health and safety around site. Supervisor and manage the cleaning staff
Reporting to:	Headteacher
Location:	Morris Education Trust and your normal place of work will be based at Girton Glebe Primary School but you may be required to work at other sites within the Trust
Salary/Grade:	Point 3
Working time	35 hours per week flexible/split shift/some evening and weekend work will be required 52 weeks
Disclosure Level:	Full DBS

Key Tasks

1. Security and Safety

- To be responsible for ensuring the building and contents are secured, including opening and closing for the working day and for community lettings
- To be responsible for the organisation and security of keys, maintaining appropriate records
- To be mindful of the need for a safe working environment, identifying risks and informing the relevant persons, making recommendations where appropriate
- To monitor the status of the fire detection system, reporting problems to contractors as necessary
- To ensure that all staff and visitors, and the school site, complies with health & safety legislation and policy, advising or taking remedial action when appropriate

2. Maintenance of Building & Equipment

To maintain constant awareness of the physical condition of the building, furniture and equipment and take appropriate steps to ensure maintenance and repairs when necessary

To carry out basic maintenance, furniture and equipment, including:

- Replacement of light bulbs, batteries etc
- Ensuring that all drains and gullies are free-flowing and clean – clearing blockages where application
- ensuring all hard areas and paths are free from litter and excessive accumulation of dirt or rubbish
- emptying litter bins, organising the collection of recyclable waste
- simple internal decoration
- disposal of rubbish by appropriate means
- checking the site for vandalism or damage

To draw the attention of the Headteacher, and trust maintenance team to any repairs or maintenance work which is beyond the competence or responsibility of caretaking staff

To direct contractors and trades-people to the site of repair and maintenance work

and inspecting the work of contractors on completion

To actively identify maintenance and repair tasks, carrying them out or referring them on as appropriate

3. Heating, Hot Water Systems and Utilities

- To take responsibility for daily operating the heating and lighting systems
- To monitor usage and promote energy conservation in the school, making recommendations to the leadership team where appropriate

4. Supervision

- To supervise and manage cleaning staff, keeping appropriate records in order to maintain high standards of cleaning
- To plan the allocation of work for all cleaning staff subject to the overall requirement of the school
- To instruct cleaners in all aspects of their work
- To carry out normal supervisory duties eg maintaining a good working atmosphere and encouraging team spirit. Ensuring good time keeping, dealing with problems and issues and seeing that work is done correctly and promptly
- Where necessary, assist in the recruitment of cleaning staff
- Take responsibility for ensuring that the school premises and furnishings are cleaned in accordance with the Trusts' standards, methods and cleaning schedules
- Proactively identify areas for periodic cleaning or remedial cleaning and ensure such cleaning is completed
- Carry out performance management with cleaning staff on an annual basis

5. General Duties

- To provide porterage duties as required; particularly the laying out of furniture and other equipment for timetabled activities without direct instruction
- Taking delivery of stores, materials another good and storing them safely (with regard to COSHH regulations for chemicals)
- To carry out agreed procedures in the event of a fire, flood, breaking and entering, accident or major damage
- To follow all Health and Safety Regulations as set out in the Health and Safety Manual
- To promote the efficient use of resources, reducing waste and advising the leadership team as appropriate
- To liaise with contractors, organizing work patterns, health and safety, checking the quality of work and communicating effectively the schools' expectations

6. Cleaning Duties

- To carry out cleaning duties in line with the school's cleaning specification, including emergency cleaning where necessary
- To provide cleaning services after community lettings or other activities
- To ensuring all caretaking and cleaning equipment is in a safe, clean and working condition arranging for repair as necessary
- To clean communal areas during the school holidays which may be used by staff, children or hirers, for example, KS1 toilets during holiday playscheme, staff toilets when staff have worked in school in the holidays

7. Emergencies

- To provide access to the building and its utilities in the event of an emergency at the request of the proper authorities

Other Responsibilities

- To provide access to the school at weekends and in the evening for community lettings
- To be prepared to undertake any relevant training required
- To undertake any other duties commensurate with the post as may be required
- To keep up to date with the necessary policies, procedures, rules and regulations

- To comply with the Trust's Health & Safety Policy
- To participate in the Trust's appraisal scheme

Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/adult protection training as required by the Trust

The Caretaker's direct activities are limited to situations where safe access can be obtained and suitable tools are available

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties *that are within the employee's skills and abilities, commensurate with the post's banding* and whenever reasonably instructed.

Signatures

Post Holder: **Date:**

Line Manager: **Date:**

