Job Description

Job Title	Caretaker/Cleaner-in-Charge Primary
Grade	2020 Scale 3 (Band 2 (max))
Reports to	Headteacher/School Business Manager
Liaison with	School staff and external community
Job Purpose	To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including porterage, cleaning and maintenance. Management of cleaning staff/work.
Principal Accountabilities	Caretaker – 20 hours per week
Duties	The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder. **Security and Supervision** • To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s). • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence. • Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). **Caretaking and Maintenance** • To supervise cleaning staff as required • Undertaking cleaning of allocated area(s), and secondary cleaning.

	• Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Washing and cleaning of diffusers and replacing bulbs/tubes, where these can be safely accessed. • Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Headteacher / School Business Manager • Drawing the attention of the appropriate authorities via the Headteacher / School Business Manager to any repairs or maintenance work required at the premises which is beyond the competence of the caretaker. • Empty outdoor bins. Ensure recycling/refuse is ready to be collected on appropriate day. • Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including: ➢ plumbing work – e.g. repairing a leaking pipe, installation work, plumbing in a new tap, replacing washer etc, repairing toilets etc ➢ redecoration as appropriate ➢ plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings; ➢ fencing and boundary e.g. mending broken fencing panels or stakes, repairing holes in fences etc; ➢ glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level;

	• Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean. • Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching goods, materials etc. • Ensuring that adequate supplies of cleaning materials and other supplies are available. • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. • Mow the school lawns and mark out field. • Keep grounds neat and tidy. • Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate. • Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding. • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. **Other duties** • Testing portable electrical equipment if trained and accredited to do so. • Planning of own work. • Undertaking letting and related duties as appropriate in accordance with the Lettings policy. • Preparing the school premises and site for out of school activities. • Instructing cleaners in all aspects of their work. • To test fire alarms and emergency lighting

	• Legionella testing • To assist with managing asbestos **General** • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. • Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher / School Business Manager and Governing Body. • The duties may be varied by the Headteacher / School Business Manager and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • St Teresa's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

CARETAKER/CLEANER IN CHARGE (Primary) (Cleaner/caretaker 'D')

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others

	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance