



## **WESTCLIFF HIGH SCHOOL FOR BOYS**

### **JOB DESCRIPTION: CARETAKER (PART TIME)**

To be responsible to the Facilities & Premises Manager, and through them, to the Director of Resources & Support Services, for a range of duties relating to the smooth day-to-day running of the School, the security of the buildings and property and the care, appearance and cleanliness of the School site and premises. The Caretaker will carry out any specific instructions given to him/her by the Facilities & Premises Manager, Director of Resources & Support Services and by the Headmaster and will work to a daily schedule which should be followed unless directed otherwise. The daily schedule will encompass the following:

The Caretaker will be responsible for the following areas:

- The security of the premises and their contents including the operation of fire and burglar alarms and keyholder responsibilities.
- Portage duties including the receipt of packages, furniture, equipment and other School supplies and the transfer of deliveries within the School and to the School from elsewhere.
- Reporting to the Facilities & Premises Manager any repairs to or maintenance of the building which may require the use of an external contractor.
- Receiving and handling instructions concerning the letting of the School premises, including preparing for and clearing up after these activities and restoring normal School life.
- Providing access, if possible, to the School in the event of snow or minor flooding or similar emergency situations.
- Operating the heating plant so that the required temperatures are maintained in the School premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- The Caretaker will undertake painting and maintenance duties referred to him/her by the Facilities & Premises Manager.
- The Caretaker will have particular regard to:
  - the removal of litter within and outside the building and the emptying of bins, the sweeping of paths and the removal of leaves, dirt and debris from gullies.
  - the prompt removal of graffiti or chewing gum from desks and elsewhere.
  - the removal of internal and external display notices, signs, etc. once the event has taken place.
  - the preparation of the School for special occasions or evening activities with particular regard to seating, the appearance of the stage, the functioning of the public address system, the closure of curtains and the preliminary setting up (if appropriate) of refreshment facilities.
  - in relation to evening functions to be, as requested, a permanent presence throughout and to be directly on hand to deal with difficulties as necessary.
  - to contribute, as appropriate, to the daily clearing and cleaning of the School.

The Caretaker will work according to the contract provided. The Caretaker will also be expected to undertake overtime as required to cover evening or weekend activities. Such additional work will be recognised through overtime and let payments. The Caretaker will be entitled to leave amounting to 22 days each year in addition to statutory holidays. This will increase to 25 days after 5 years service. These will be taken during School holidays and will be agreed with the Director of Resources & Support Services. Provision from holiday entitlement is to be made for Christmas closedown of 3 days.

Revised July 2018  
Review July 2019