

## Job Description – Caretaker at Hilltop Infant and Junior Schools

<b>Job Title</b>	Caretaker at Hilltop Infant and Junior Schools
<b>Grade</b>	Points 3-5
<b>Reports to</b>	Office Leaders/Headteachers/Facilities Manager
<b>Responsible for</b>	Cleaners
<b>Liaison with</b>	Staff, pupils, parents, contractors, local authority employees, suppliers.
<b>Job Purpose</b>	To contribute to the smooth running of the schools by carrying out a range of caretaking duties including security and supervision of the sites and related equipment, and other caretaking duties including portering, cleaning and maintenance.
<b>Duties</b>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Security and Supervision</b></p> <ul style="list-style-type: none"> <li>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).</li> <li>Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Office Leader/Headteacher of their presence.</li> <li>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).</li> </ul> <p><b>Caretaking and maintenance</b></p> <ul style="list-style-type: none"> <li>Undertaking cleaning of allocated area(s), and secondary cleaning.</li> <li>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.</li> <li>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.</li> </ul>

- Washing and cleaning of diffusers and replacing bulbs/tubes. *(If this involves work at a high level – comments relating to equipment apply detailed above)*
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Office Leader/Headteacher
- Drawing the attention of the appropriate authorities via the Office Leader/Headteacher to any repairs or maintenance work required at the premises which is beyond the competence of the caretaking staff.
- 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, simple installation work, such as plumbing in a new tap, or replacing washer 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 repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link 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 laundry, 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.
- 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**

	<ul style="list-style-type: none"> <li>• Testing portable electrical equipment if trained and accredited to do so.</li> <li>• Carrying out and documenting routine health and safety checks such as water testing and fire alarm testing</li> <li>• Organise routine maintenance of boilers, alarms etc</li> <li>• Contacting and liaising with external contractors, arranging visits that slot into the school diaries, minimising the impact on teaching and learning.</li> <li>• Planning of own work.</li> <li>• Undertaking letting and related duties as appropriate in accordance with the provincial agreement.</li> <li>• Preparing the school premises and site for out of school activities.</li> <li>• Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.</li> <li>• Advising the Office Leader/Headteacher or an authorised representative of the hours worked.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</li> <li>• 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.</li> <li>• The duties may be varied by the Headteacher to meet changed circumstances in a manner compatible with the post held.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

Signed \_\_\_\_\_ Date \_\_\_\_\_