St Katharine's C.E (V.A.) Primary School

Job description: Caretaker

Grade: 4 (SCP 6-9)

Responsible to: School Business Manager

Expectations of all staff at St Katharine's:

- Put the wellbeing of our children first
- Support the Christian ethos of the school, promoting and developing its distinctive Christian character, including the school's values, worship and spirituality.
- Be part of a team, showing respect for others and being positive about the work of the school
- Show integrity and be accountable for the work you do in our school
- Follow safeguarding procedures and policies within the school, keeping up to date and following new guidance

Job purpose:

The caretaker role carries out a range of duties to ensure the school remains well maintained, well presented, safe and compliant with all regulatory requirements as well as secure for our children and staff, both outside and inside the building.

MAIN RESPONSIBILITIES

The following sections describe the coverage of the role, in terms of accountabilities, responsibilities and tasks, some areas will be daily and others will be a periodical requirement:

1. Security - Responsible for carrying out all aspects of security, including:

- Key holding
- Responding to all alarms calls when notified e.g. intruder, CCTV, alarms, flood and fires, false alarms. Call emergency services. Cleaning up after such events
- Switch off/set burglar alarm system
- Opening and shutting of school gates
- Prevention of unauthorised trespass
- Take action to minimise vandalism
- Be aware of the site's infrastructure and carryout maintenance routines required on a daily basis.
- Checking all locks and security is operational at all times.
- CCTV – assist with ensuring all cameras are in operation at all times, providing historical data when requested
- Un-locking/locking down the building and grounds daily, ensuring all locking methods on all external and internal doors and windows are fully operational.

- Monitor any contractors working on site during the school day.

2. Regulatory Personal Certification – to ensure the 'current' status of personal certification – to include:

- Manual Handling
- Risk Assessment
- Legionella
- Asbestos
- Fire Extinguishing, marshalling, evacuation management
- Ladder safety
- Hedge trimming
- Defibrillator
- First Aid, Anaphylaxis an Allergy training

3. School Asset Inventory: responsible for processing all transactions in the school inventory, to include:

- Adding Assets to the system every time the school spend over £100 per item on the instruction of the site manager or school business manager
- Managing asset movements on the system to facilitate the annual inventory checking
- Provide reporting as and when required by management

4. Every System – school site and building issue management system, to include:

- Hourly checking of Every and updating of progress made on works
- Carryout repairs and routines annotated on the Every system

5. Assisting the site manager with the checking routines Weekly/Monthly/Half Termly, Termly, Annually Inspections/reports – internal – responsible for ensuring all inspections/reports are carried out as instructed, to include:

- Call points
- Ladders
- Fire extinguishers
- Scooter and bike checks
- Flushing Routines
- Fire Manager Role
- Maintain outdoor play equipment warrantee checks
- School site map – making any changes necessary
- Preparation of the Premises Report to Governors every half term
- Evacuation routines
- Contractor public liability certification is current

6. School Cleaning – liaise with the school cleaning company to report any issues or missed areas, reporting issues to the cleaning company and the site manager to include:

- Monitoring standards daily
- Cleaning out the water based equipment in the sensory room termly
- Training new staff on our building, lock up etc.
- Drying the cleaning cloths
- Carryout daily fluff checks on the dryer
- Communicating with the cleaning company changes to daily cleans due to evening events

7. Upkeep of the school grounds, to include the following tasks and responsibilities:

- Hedge trimming, weeding, weed killing, planting, mowing, bramble trimming, etc.
- Sand pit maintenance
- Water bath maintenance
- Litter picking across the site daily
- Daily bark clearing with the electric blower

- Monitoring the field maintenance and line painting and reporting issues
- Removal of animal waste or carcass on a daily basis
- Courtyard up keep and maintenance
- Adhoc repairs around the school outdoor areas.
- Daily monitoring outdoor equipment for issues, reporting and cordoning off from use

8. School Related Building Upkeep – to include carrying out the following tasks:

- Championing and advocating for good practice of health and safety around the school
- Mending where possible equipment, building fixtures, etc.
- Assembling and installing flat pack furniture
- Decorating the school during the school's holiday periods
- Accompanying contractors on site to repair or replace school fixtures and fittings when necessary, once approved by management.
- Be aware of the site's electrical circuitry and fuse board layout/ water gas circuits and control valves in order to operate in case of an emergency.
- Unblocking of sinks, toilets, drains and cleaning of bodily fluids when required or escalation to the relevant contractor to resolve in a timely manner

9. School Refuse – ensuring that all the rubbish of the school is disposed of in an approved way, to include:

- Emptying the playground bins
- Rotating the main bins to ensure capacity is used
- Ensuring where appropriate recycling bins are used as a preference
- Monitor the refuse contract and claim back holiday collections not required
- Annual school clearance, ordering a skip and stacking efficiently

10. Day to Day Support to staff – ensuring the following tasks are completed when required, to include:

- Assembling and dissembling the school stage as required
- Putting chairs and tables out in the hall and removing
- Bringing in the KS1 fruit and putting in the fridge on relevant days
- Weekly Comax order – soap and sanitary
- Bringing in the weekly paper delivery and putting away
- Heavy lifting – across the school when requested to help
- Road duty at end of school
- Out of school hours first aider
- Bringing in the school milk order

11. Out of school hour's events - the care taker will need to attend for the duration of special events including the following (overtime will be paid or time in lieu):

- School fair – organisation of exhibitors/clear up and school close down at the end of the report
- Firework Night – organisation of exhibitors/clear up and school close down after
- School shows
- FSK events

14. Risk Assessments, policies, regulatory requirements and procedures to include:

- Working to the requirements of documented risk assessments, regulatory requirements, procedures and policies at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the caretaker role, each individual task cannot not be identified. It is expected that all employees of the school will endeavour to carry out any required tasks identified as reasonable by the Head Teacher.

St Katharine's C.E. Primary School is dedicated to safeguarding the welfare of our children and this post will be subject to a DBS checks