

JOB DESCRIPTION

Position: Owslebury School Caretaker

Location: Owslebury Primary School

Responsible to: Headteacher and in their absence Assistant headteacher

Responsible for: The security, safety, cleanliness, heating and general maintenance and portage duties of the school site.

Duties and responsibilities:

HOURS:

10 HOURS PER WEEK. However, additional hours may be agreed by mutual agreement to take account of the changing needs of the school.

Times of work: flexible – as agreed with the successful appointment

The 10 hours of work during the school holidays are to be arranged with the Headteacher, prior to the holiday, taking into account the needs of the School and any work which may need to be undertaken. Annual leave must be taken during the school holidays predominantly during the summer holiday, unless otherwise agreed by the Line Manager. Leave year period runs from 1st April to 31st March.

CONSTRAINTS:

The Caretaker will be required to respect the confidentiality of information concerning children, families, staff and school matters of which he/she may become aware during the course of his/her duties.

DUTIES:

With the direction of the Headteacher, the Caretaker will be responsible for the duties listed below. The Caretaker may also be required to undertake other duties that may be reasonably allocated by the headteacher. Regular monthly meetings will occur between the Caretaker and his/her headteacher/assistant headteacher to agree priorities and work schedules. In addition, Caretaking and Cleaning Services will be available to advise the Caretaker on the duties.

THE CARETAKER WILL BE RESPONSIBLE FOR:

Internal Cleaning:

- Buffing the hall floor on a weekly basis
- When on duty, clearing messes when children have been unwell.
Establishing emergency set for use in absence of caretaker.

External Cleaning:

- Ensuring grounds/hard areas are tidy by removing leaves, moss, mud and litter.
- Ensure the playground is swept on a weekly basis so that it is free from rubber bark
- The emptying of playground rubbish bins, as required.

- The periodic cleaning of rainwater gullies, drains and sediment bowls, in accordance with existing Health and Safety guidelines. E.g. notify headteacher/admin officer and contact appropriate contractor.
- Removing graffiti from walls.
- Undertaking any necessary action in the event of bad weather or emergency, e.g. snow/frost clearing, etc. in order to permit safe entry/exit into school for parents/children/staff.
- Regularly clearing of all pathways so that they are free from mud, leaves, rubbish etc.

Maintenance

- Undertake repairs and maintenance tasks within the capabilities of the post holders;
- Maintain a register of defects and actions taken.
- In mutual agreement with his/her Headteacher, undertake work contributing to the school's refurbishment programme e.g. painting.

Caretaking Stock and Equipment

- Ensuring the safe storage of all caretaking materials and equipment in accordance with Health and Safety regulations.
- Ensuring that all caretaking equipment is maintained in a safe and functional condition, according to Health and Safety regulations.
- Keeping a regular stock check.

Contractors on Site

- Arrange for contractor attendance and brief them on requirement. Report on going progress and completion of tasks to agreed standards.
- Ensure all contractors entering the site register their attendance with the site management team and sign appropriate health and safety registers.
- Act for the school in all dealings with building contractors and associated matters as described by his/her headteacher

Security

- Ensuring all security of the school building, including the checking and operation of fire alarms, security systems on a regular basis.
- Ensuring all external doors are unlocked and unobstructed during the course of the normal school day, and sufficient windows open for ventilation.
- Enabling the reasonable access of authorised contractors and visitors to the site.
- Manage the key use and allocation to ensure School's Security.
- Acting as a key holder for the school, and to be available to the Police and Fire Brigade in an emergency. This does not imply sole key holder responsibility.
- When necessary, organising emergency repairs to secure the building.
- Regular security patrols of the site
- Ensuring caretaker is available and contactable at all times

Health and Safety

- Maintain an awareness of HCC and Departmental Health & Safety policies and procedures and apply them in the day-to-day job requirements.
- Maintain and use appropriate of Personal Protective Equipment.
- Participate in formal health and safety inspections.
- Checking external grounds daily for dog fouling, toadstools, sharps etc.

- To attend Health and Safety training courses.

School Heating System

- Operating and maintaining the school's heating system, and calling the maintenance contractors in the event of malfunctions.
- Undertaking energy conservation measures as may be directed by his/her headteacher (e.g. close windows, switch off lights, check and adjust heating controls, etc.)
- Ensuring that, as far as possible, county specifications on heating requirements are maintained.
- Taking regular readings of oil and ensure levels are sufficient by reordering through the admin officer when necessary

Miscellaneous Duties:

- Ensuring that all clocks are on time and working accurately, and maintaining supply of batteries.
- Moving goods within the school after the unloading of delivery lorries.
- Taking regular readings of electricity, water etc in order to monitor use.
- As appropriate, replacing interior/exterior light bulbs and tubes.
- Reporting to his/her headteacher any interior or exterior faults in the fabric or fittings of the school, and recording in the maintenance register.
- When required by the headteacher, moving school equipment (e.g. tables, chairs and stage-blocks).
- Liaising with, and monitoring, work of grounds maintenance personnel during work times and school holiday periods. To report unacceptable or incomplete work to headteacher.
- Grounds maintenance to maintain identified shrub borders and flower beds in a clean and tidy collection and prune shrubs etc.. as necessary.

Training

- To update his/her knowledge of Caretaking and Cleaning of the school by partaking in appropriate training sessions.