



CHERRYWOOD COMMUNITY PRIMARY SCHOOL

Caretaker

Job Purpose:

To provide for the efficient cleaning, maintenance, safety and security of the school and the grounds at all times.

Duties:

The Caretaker will:

- apply all security procedures for the school's buildings and grounds;
- arrange for both routine and non-routine opening and closing of the school's buildings and grounds;
- ensure that the school's premises and furnishings are cleaned in accordance with the LA's standards;
- clean the Caretaker's designated areas to LA cleaning specifications;
- carry out minor or temporary repairs, redecoration and site maintenance as necessary;
- draw the attention of the Business Manager to any necessary repair or maintenance work that is beyond the competence of the caretaking staff and follow up to completion;
- direct contractors and workmen to repair or maintenance jobs, and inspect their work afterwards;
- allocate time to supervising the work of the cleaning staff;
- test fire alarms and emergency lighting at specified intervals, and maintain a log of outcomes;
- ensure that the heating plant operates economically and efficiently, together with the hot-water system;
- carry out frost-precaution procedures;
- maintain an appropriate stock of cleaning materials and notify the Business Manager of any requirements on a weekly basis;
- comply with school policies and procedures;
- carry out health and safety checks completing relevant records, informing the Business Manager of actions required, following these to completion;
- carry out emergency procedures in the event of a fire, flood, break-in, accident or major damage;
- provide for emergency access to the school when necessary;
- take appropriate action to prevent trespass on the school grounds, and record incidents of trespass or vandalism;
- prepare for school activities, including breakfast club, and ensure that the accommodation is ready again afterwards for normal school use;
- ensure that all playing areas and paths are litter free;
- ensure school grounds are kept tidy and safe, including weeding and leaf clearance;
- inspect all drains and gullies to ensure that they are free-flowing and clean, and that any defects are reported and addressed;
- take delivery of supplies ordered by the school, and store them;
- General portage duties and moving furniture, some working at height;

- ensure that cleaning equipment is in a safe and working condition;
- take responsibility for processes relating to COSHH, Legionella and other statutory duties.
- contribute to whole school values of team work, integrity, ambition, respect, resilience and curiosity.
- take a proactive approach to self-development, attending all relevant training as required and ensuring annual eLearning is completed promptly;
- any other duties as reasonably requested by the Headteacher and Business Manager.