

# Busbridge C of E Aided Junior School

## Caretaker- Job Description



### Job Purpose

To provide a security and caretaking service to the school, to minimise risks to the health and safety of those using the school site, and to limit the possibility of damage to the school premises and loss of property through theft outside normal school hours. Busbridge CE Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### Principal Accountabilities

#### Security of Premises

- Caretaker's duties include carrying out security procedures for school buildings and grounds.
- Open the school premises on a daily basis including gates, doors, windows, fire exits, etc.
- Ensure that the buildings and site are secured when not in use.
- Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety.
- Liaise with contractors regarding opening arrangements during school closure.
- Liaise with emergency services including callouts as required.
- Ensure that the intruder alarm is operating correctly and notify any defects to the School Business Manager.

#### Site Maintenance

Contribute to maintaining the site in a good state of repair and maintaining heating and lighting to all parts of the premises in order to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.

#### Tasks

- Inspect the school grounds on a daily basis and clear grounds of litter.
- Deal with any unpredicted hazards e.g. broken glass, fire or trip hazards and animal fouling.
- Operate heating plant to maintain required temperatures, ensuring, where appropriate, that adequate supplies of fuel are available. Carry out frost precaution procedures as necessary. Ensure adequate heating to all parts of the premises and, if system fails, activate the recommended emergency procedures.
- Ensure adequate lighting to all parts of the premises and take remedial action as required, e.g. replacing light fittings.
- Carry out regular checks and maintenance of guttering, drains and gullies to ensure all are free flowing and clean.
- Ensure toilets and sink units are operating effectively and perform basic remedials as required.
- Undertake emergency and first line maintenance repairs within capability and training.
- Be proactive in undertaking regular maintenance checks on the building and report any defects or concerns to the School Business Manager.

- In the event of snow, minor floods and similar emergency situations, clear and provide safe access to all buildings and classrooms. Ensure sufficient stock of grit is available in winter months and spread whenever snow/ice is forecast.

### **Cleaning**

- Ensure that high standards of cleanliness and hygiene are maintained throughout the premises.
- Liaise with the on-site contract cleaner and Caretaking Assistant with regards to the above, informing the SBM of any issues.
- Ensure that litter is removed from both inside and outside the buildings.
- Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

### **Portering**

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

#### **Tasks**

- Transfer goods and materials delivered to the school to appropriate locations around the school site.
- Removal/disposal of large items of surplus furniture and equipment.

### **Monitoring**

Assist in maintaining procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.

#### **Tasks**

- Inspect the site and report to School Business Manager on the need for repair and maintenance work.
- Record meter readings for gas, water and electricity.
- Conduct weekly fire alarm checks to ensure system is working effectively.
- Conduct legionella water testing to ensure compliance with health and safety regulations.

### **Other regular tasks**

- Be available to unlock and lock the school for any occasional school lettings and for contractors and visitors during the school holidays.
- Maintain the image of the school by being well presented at all times and courteous and helpful to visitors.

### **Work Context**

Job holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. Direction provided by School Business Manager; works within agreed procedures to achieve objectives.

Decision making, unless minor, referred to School Business Manager/Headteacher.

Some physical effort required, e.g. furniture moving portering. Involves some outdoor working.

Employee may be required to attend INSET training and training courses relevant to the role.

*Role involves lone working in mornings and sometimes in the evenings.*

### **Dimensions**

Job holder not directly responsible for any budgets/staff/expenditure.

