

Job Title: Caretaker

Employee:

Responsible to: Business Manager and Principal

Hours of Work: 7:30am – 4.00pm daily over 52 weeks of the year
(total 40 hours per week)

Responsibilities/Duties:

This role entails helping to ensure a safe, clean and well functioning school through the regular maintenance and cleaning of school grounds and buildings including playgrounds. Key tasks and responsibilities are outlined below.

Key Tasks	Responsibilities
Responsible for assisting to maintain grounds and buildings in safe, functional and tidy state.	<ul style="list-style-type: none"> • Attend to repairs and basic maintenance of buildings, fixings and equipment • Ensure gutters and downpipes are clear of debris • Regularly check and clear drainage systems and external facilities including decks • Assist with soft washing of buildings and general basic maintenance • Assist with additional school, office and classroom cleaning as required (the school has contracted cleaners). This includes drinking fountains, some senior boys' toilets extra cleaning and the cloak bays. • Other duties as requested
Sandpits	<ul style="list-style-type: none"> • Ensure toys are put away and boxes locked each day • Keep these areas tidy and ensure level of sand is sufficient for play
Gardens/Grounds	<ul style="list-style-type: none"> • Lawn mowing and edge trimming • Raking and removal of leaves • Regularly remove rubbish and debris from grounds • Keep paths and hard surfaces free of moss and weeds • Trimming and tidying plants, hedges and weed control • Maintaining bait stations to assist with vermin control

Emergencies	<ul style="list-style-type: none"> • Promptly attend to any emergencies such as cleaning up vomit, securing broken windows, new health and safety risks and main water supply issues as requested
Responsible for secure closing of school buildings and gates and setting alarms	<ul style="list-style-type: none"> • School closed and secured each day • Check alarms are set correctly each night unless cleaners agree to set • Lock classes, administration and ancillary buildings (as agreed) and close gates at night
To supervise operation of the school pool and filtration plant and maintain pool area in neat and tidy state.	<ul style="list-style-type: none"> • Chlorine levels in pool checked and maintained • Ensure pool testing is carried out and actions taken to ensure good water quality • Ensure pool heater, pump and pool cover are functioning correctly • Dressing sheds kept clean and tidy • Keep records as required for water treatment • Ensure gates and fences are in safe order
Health and safety	<ul style="list-style-type: none"> • Ensure all requirements as set out in building services manual are completed and signed in timely manner • Maintain building warrant of fitness register • Ensure all safety and exit signs are visible and detectors in rooms are not obscured • Regular check on playgrounds to ensure safety and function. • Liaise with fire contractors over testing and systems • Report any issues of H&S concern (defective or damaged plant or equipment, necessary repairs to grounds and buildings) to Principal or Business Manager
Responsible for repairs and maintenance as required. This work is to be carried out in conjunction with the other caretaker	<ul style="list-style-type: none"> • Repairs are made promptly especially in relation to those that are a health and safety concern • Check building maintenance book for any highlighted concerns • Service heat pumps on a regular basis and seek support for issues that cannot be solved
Co-ordination	<ul style="list-style-type: none"> • Source quotes as instructed for necessary repairs and supplies • Assist to monitor work of cleaning contractors on site • Liaise with contractors on site in regards to access

Other	<ul style="list-style-type: none"> • Complete specific agreed jobs to be carried out during school holiday period • Other duties may need to be addressed from time to time
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Safety Aspects:

Keys: Ensure keys in your possession are stored safely and securely and any loss of keys is brought to the attention of the Principal immediately

Personal Protective Equipment: To wear covered shoes at work, ear and eye protection as appropriate and sun smart clothing (including a hat) during the spring and summer months

Chemicals: Any chemicals on site to be stored securely, marked clearly and used conservatively in manufacturer's recommended manner

Lawn Mowing/Edge Trimming: Wear hat, boots, protective ear and eye wear as agreed. Maintain equipment and avoid mowing/edge trimming areas where people are present

Pool: Use protective clothing as required. Store and handle chemicals in line with manual guidance

Spraying: Check with Principal/Business Manager prior to any spray use. Use mask and protective clothing provided. Spray when pupils are not on site. Keep record of spray work undertaken

Working at height: Safe practices to be followed when working at height using safe ladders/scaffold and working with another person whenever possible

Signed:

_____ Caretaker

Date: _____

_____ Principal

Date: _____