

## Harlands Primary School – Job Description

<b>Job Title:</b>	Caretaker
<b>Level 3:</b>	Under the instruction/guidance of senior staff, provide general premises related support to the school
<b>Scale:</b>	Grade 5

### Tasks

#### Security

- Lock/unlock school buildings and areas as required
- Ensure adequate security of buildings and premises at all times by securing entrances/exits as appropriate and complying with any special security requirements as laid down from time to time by the Headteacher
- Undertake regular security checks, identify security risks and recommend appropriate improvements to the Headteacher
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Report any breaches of security to the Headteacher
- Provide emergency access to the school site
- Maintain securely a full set of school keys
- Monitor fire safety equipment as appropriate
- Security mark, as required, all items of equipment belonging to the school

#### Cleaning

- Ensure that satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens and ensure that all graffiti is removed promptly
- Ensure that pathways and other external surface areas are kept free of litter and weeds etc, and that they are gritted or salted when required during wintry conditions
- Undertake cleaning duties, including the cleaning of the school office suite, removal of graffiti and litter picking
- Collect and assemble waste for collection

#### Caretaking

- Undertake regular site inspections, identifying defects, and recording repair and maintenance requirements as appropriate
- Ensure that either directly or by negotiation with contractors, urgent minor repairs to the schools buildings are undertaken
- Assist with minor/simple maintenance eg, unblocking drains
- Assist in the operation of a preventative planned maintenance programme, organising and carrying out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory
- Operate and maintain the heating plant and lighting systems
- Assist in the preparation of the school premises for events, reception of visitors, and car parking as required
- Organise and participate in the maintenance of the school grounds as required

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### Health and Safety

- Assist the Premises Officer and Headteacher with relevant Health and Safety matters, advising on any issues contravening or affected by those regulations with particular reference to public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Assist the Premises Officer with undertaking safety audits of the premises including risk assessments as required by the Headteacher

### Resources

- Contribute to planning, development and organisation of systems/procedures/policies
- Maintain records, information and data as required
- Assist in the ordering and safe storage of caretaking and cleaning supplies
- Refill and replace consumables eg soap and paper towels as required
- Ensure lights and other equipment are switched off as appropriate

### Organisation

- Assist in ensuring the satisfactory receipt, distribution, collection and despatch of goods
- Maintain and arrange orderly and secure storage of supplies
- Assist in the organisation and movement of furniture and equipment within the premises
- Liaise with contractors as required
- Assist the Headteacher in the management and operation of school lettings

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/works/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times

## Harlands Primary School – Job Description and Person Spec

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<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous school caretaking experience desirable</li><li>• Maintenance and DIY experience desirable</li></ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"><li>• Willingness to undertake induction training</li><li>• Experience in relevant discipline desirable</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Knowledge of Health and Safety procedures and precautions</li><li>• Willingness to gain awareness of COSHH regulations</li><li>• Awareness of health and hygiene procedures</li><li>• Knowledge of moving and handling procedures</li><li>• Willingness to use relevant equipment</li><li>• Willingness to gain knowledge of cleaning procedures required to meet specific cleaning standards</li><li>• Ability to identify own training and development needs and actively seek learning opportunities</li><li>• Willingness to participate in development and training opportunities</li><li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li><li>• Ability to relate well to children and adults</li><li>• Ability to communicate well through a variety of means (verbally, in writing and electronically)</li></ul>