

HORSHAM NURSERY SCHOOL CHILDREN AND FAMILY CENTRE**JOB DESCRIPTION – Caretaker**

To ensure that Horsham Nursery School Children & Family Centre environment is maintained at an excellent level to meet the full range of activities on offer within the centre. Additionally, provide occasional Caretaker duties across our three other centres as required.

The duties listed below relate to Horsham Nursery School Children & Family Centre:

Building Maintenance

1. To ensure that the general upkeep and maintenance of the premises is excellent both inside and out.
2. To advise and participate in decoration programmes.
3. To undertake minor repairs and maintenance of the building and equipment within it.
4. To liaise with contractors to ensure all aspects of the building are maintained to an appropriate level.
5. To undertake regular visual tours of the building to inform the head/business manager of any issues relating to the cleaning, maintenance and health and safety of the centre.
6. To have an overview of the heating, lighting and boiler systems at HNSC& FC
7. To undertake regular weekly checks of water and fire alarm testing, maintaining the appropriate records.
8. To attend Governors Premises Committee meetings if and when appropriate.

Caretaking and Cleaning

1. To provide or organise cleaning cover for absent cleaning staff and support with deep cleaning e.g. carpet cleaning and using large floor cleaning machinery.
2. To order cleaning materials as approximate liaising with the cleaning supervisor to ensure correct levels are maintained at all times. Arrange orderly and secure storage of chemicals and supplies.
3. To regularly monitor cleaning standards to ensure the environment is maintained to a high level.
4. To maintain excellent levels of cleanliness and hygiene with regard to buildings, external walkways, driveways, playgrounds, car parks, and grounds.
5. To be responsible for the organisation and movement of furniture and equipment within the Children's Centre when required.
6. To ensure that all equipment and tools associated with caretaking and cleaning are maintained.
7. To maintain resources and equipment throughout the centre reporting broken items to the head/business manager.
8. To organise and maintain areas of the centre relating to their role e.g. cleaning cupboards, tools and bin store etc.

Security

1. On occasions be available to lock and unlock the building outside the normal working day/week.
2. To be responsible for the unlocking and locking up of the Children's Centre when required e.g. when cleaning supervisor is on holiday.
3. To maintain securely a full set of school keys.
4. To manage the alarm codes ensuring this is updated when staff leave or join the organisation.
5. As a key holder, to be the first point of contact for emergencies outside the working day.
6. To report any breaches of security.

Health and Safety

1. To ensure that proper safety standards and requirements are applied.
2. To ensure that all COSHH regulations are met and that all cleaning materials and chemicals are stored in line with these guidelines.
3. To be available in adverse weather conditions to help ensure that pathways are cleared, gritted or salted to maintain a safe environment.
4. To undertake Risk Assessments as required by the Headteacher.
5. To ensure that all relevant Health and Safety rules and regulations (including the WSCC Code of Safe Working Practice for Caretaking Staff) are complied with.

Gardens and Grounds Maintenance

1. To ensure the grounds are maintained to a high standard.
2. To maintain the school grounds, gardens and flower beds not covered by the grounds maintenance contract.
3. To maintain the external environment of the centre ensuring it is kept free of litter and that leaves are regularly removed.

Additionally, you will provide ad hoc support to our three other centres. These buildings are managed by WSCC County Facilities Management. However, you may be required to undertake some duties at Roffey, Needles or Southwater, for example:

- a) Movement of equipment
- b) Putting up shelves or other small items of equipment
- c) Assembly of larger equipment/resources