

**OVERFIELDS PRIMARY SCHOOL  
JOB DESCRIPTION**

**POST TITLE:** Caretaker Level 2 (Semi Skilled – not including supervision)

**GRADE:** C (SCP 5 - 6)

**REPORTS TO:** School Business Manager

**MAIN PURPOSE:** To work under the direct instruction of the School Business Manager, undertake general caretaking duties including semi-skilled general maintenance and repairs (other than where it is necessary to employ skilled trade's persons).

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**TASKS:**

**RESPONSIBILITIES:**

- To ensure the general security of the school's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Authority and Governing Body
- To work alongside the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials
- To carry out first line repairs and maintenance
- Identify and report preventative maintenance and carry out more specialist repairs/works of buildings/grounds/equipment.
- To undertake general portage duties
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Authority/Governing Body and securing the premises after use
- To be responsible for supervising both Authority employees and outside agencies on site with regard to repairs and maintenance of the school building
- To inform the Leadership Team and liaise with appropriate personnel of the Local Authority regarding inconsistencies after evaluating works carried out on the premises
- When required handle small amounts of cash for purchasing materials to carry out repairs
- To undertake daily cleaning tasks around the school including toilet areas etc.

**SECURITY ACCESS:**

- To be named key holder for the school premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
- Regular checking of security devices/systems and setting of the alarm system where provided
- Clear and salt main paths and playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc.
- Assist with fire drill practices
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy, i.e. • notify Police of malicious damage, obtaining a crime reference number
- request repairs to be carried out
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary
- Monitor the school's 'Traffic Management' Guidelines

**HEALTH & SAFETY:**

- Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines)
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate Health & Safety training courses
- Ensure that areas involved with 'sickness' are cleaned and disinfected
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position
- Complete risk assessments (COSHH etc.) where appropriate

**GENERAL MAINTENANCE:**

- Carry out repairs and maintenance that are beyond the scope of a competent DIY person. Be able to undertake and complete more specialist work at a similar level as a semi-skilled craftsman, e.g. re-hanging a door, fixing broken toilet, fixing broken window
- Reporting, via the School Business Manager, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff
- To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
- Liaising with the School Business Manager for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc.
- Checking lamps/florescent tubes and replacing as necessary
- Carrying out specific procedures in the event of fire, flood, accident or major damage
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are cleaned on a regular basis – usually termly
- Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made

**PORTAGE:**

- Moving furniture and equipment around the school premises, as requested
- Taking delivery of goods ordered by the school and storing if required

**HEATING SYSTEMS:**

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the School Business Manager/Head Teacher/Governing Body

**GROUNDS MAINTENANCE:**

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the school premises litter free
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing
- To cut all grassed areas surrounding school and the maintenance of grass cutting machines

**OTHER:**

- Participate in training and other learning activities as required
- Duties in connection with cleaning, safe storage of design technology, computer and electrical equipment
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Carry out any other duties, which may be reasonably allocated, from time to time, by the School Business Manager or Headteacher, that are commensurate with the grade

Signature.....

Date.....