**Dormston School**



Job Description - School Caretaker

**Line Manager**: Site Manager

**GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

The Caretaker is responsible, through the Site Manager, Business Manager, Head Teacher and Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

**SPECIFIC RESPONSIBILITIES**

**DUTY HOURS**

The working day in term time is normally 37 hours per week (Monday to Friday) to be worked on a shift pattern normally within the core time of 6.00am – 6.30pm, predominately 10.30am - 6.30pm, depending on the needs of the service. School holiday times will vary

Evening and weekend lettings for which overtime will be paid, is based on the hourly rate of the Caretaker’s salary. The school is committed to working with the community.

**SECURITY AND ASSOCIATED DUTIES**

Duties include:

* management of security processes for the school;
* carrying out security procedures for school buildings and grounds;
* opening and closing of school premises, including gates, doors, windows, fire exits etc. for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services;
* regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed;
* fire drills to be arranged and implemented through discussions with Site Manager;
* liaising as necessary with the emergency services, including calling out of emergency services as required;
* reporting acts of vandalism to the Site Manager as necessary;
* courier duties as required by the Site Manager;
* performing security duties at the School gate before/after school;
* acting as key holder to the school buildings;
* supervision of onsite contractors;
* liaison with community support police officers and police officers to ensure a safe neighbourhood;
* operational procedures for management of ICT security in schools including intercom and security gates.

**LETTINGS**

* complying with instructions received from the Site Manager concerning letting procedures and carrying out as per lettings agreement;
* where requested by Site Manager, be on site during the course of the lettings to:
	+ give assistance to the hirer of the facilities hired;
	+ to ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site of facilities;
	+ to ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting. Carry out as required by the Site Manager any necessary cleaning of areas within the letting agreement.

**HEATING**

* check and control system functions, regularly check heating system, with due regard to the appropriate safety requirements, report all defects to a qualified engineer and Site Manager;
* management of systems to ensure efficiency, including liaison with the Local Authority on maintenance.

**SICKNESS AND ANNUAL LEAVE COVER**

* ensure emergency cover in the event of sickness or other absences including holiday leave;
* holidays to be taken during school holidays, subject to the approval of the Site Manager;

**DELIVERIES/POST**

* take delivery of post, stores material and other goods;
* unpack and store stock in conjunction with the Site Manager;
* manage systems and deliveries outside of normal school term.

**FURNITURE MOVING**

* move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations.

**CLEANING**

* ensure that cleaning machinery and equipment is maintained as per manufacturer guidelines, report defects as they arise.

**ENERGY CONSERVATION**

* in conjunction with the Site Manager, implement all agreed policies;
* read, record and report all meter readings as required by the Site Manager. Inform the Site Manger of any concerns;
* liaise with the Energy Conservation Officer.

**EMERGENCIES -** Some examples are:

* clean sickness and spillages as required;
* deal with or arrange to be dealt with all burst pipes, leaks, floods, fires and breakages as appropriate;
* deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off the supply;
* ensure access for emergency services, assist as necessary and secure premises as required;
* arrange repairs etc. with contractors with prior approval of the line manager.

**INTERNAL MAINTENANCE**

* make sure all paperwork/records are kept up to date;
* report defects which require specialist repair, inspect electrical fittings and report/repair defects as required;
* replace lamps and domestic fuses as required;
* regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc. as required;
* undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate which may require the use of power tools;
* order and take delivery of materials to deal with repairs mentioned above;
* subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Site Manager;
* be responsible for the supply and availability of all hygiene materials;
* remove graffiti etc. as required by the Site Manager;
* carry out minor repairs to school equipment as agreed with the Site Manager;
* purchase materials for minor repairs;
* carry out minor works in order to improve the site as required by the Site Manager;
* attend appropriate training courses as required by the Site Manager;
* manage the sourcing and procurement of materials and resources to achieve best value.

**EXTERNAL MAINTENANCE**

* maintain cleanliness and general tidiness of all external areas;
* empty litter bins on a daily basis;
* clean and clear all drains and gullies to ensure effective and healthy operation;
* inspect outside fabric of the school, report/repair defects as appropriate. Inspect all fences, gates, walls, steps and lights etc.;
* report/repair defects as appropriate;
* undertake designated gardening duties;
* cleaning outside glass of entrance hall;
* clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.;
* inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage;
* pruning and clearance to ensure unrestricted access and use of the premises including perimeter fencing;
* some gardening duties, mowing areas of the school and weeding and keeping the area tidy;
* carry out external/internal window cleaning where required;
* carry out minor works in order to improve the site, as required by the Site Manager;regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Site Manager.

**HEALTH AND SAFETY**

* adhere to health and safety processes;
* access risk assessment tools and know how to use them to establish hazards within the school and the associated risks involved;
* adhere to COSHH regulations as required.

**OTHER DUTIES**

* assist with the management of any projects undertaken at school.

**Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.**