ROCHDALE BOROUGH COUNCIL

SCHOOL: Castleton Primary School

JOB DESCRIPTION

Job Title:	Caretaker
Grade:	Grade 3 (SCP) 5-6
Responsible to:	Headteacher
Responsible for:	N/A
Hours of Duty:	37 Hours Per Week
Any Special Conditions of Service:	• The Caretaker will be the "keyholder" and, as such under normal circumstances will be expected to be available or police/alarm companies and therefore should generally be available to cover call out situations. • Caretakers should not leave the premises during duty hours without notifying the Headteacher or the delegated person, or by prior arrangements with either of these persons. • The Postholder may be required to attend evening and weekend meetings • **Annual Leave – All Year Round** – Annual leave will be approved in accordance with the needs of the school. • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➢ Proud ➢ Passionate ➢ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:

PURPOSE AND OBJECTIVES OF THE JOB

To undertake duties concerned with the maintenance and care of the premises, both internally and externally, so as to ensure a safe and satisfactory working, learning and recreational environment for all who use the premises and grounds, in accordance with health and safety and Local Authority regulations. This will include heating, lighting, cleaning, security, maintenance, porterage and other duties arising from the use of the premises, hard surfaced areas and grounds.

CONTROL OF RESOURCES

Personnel
Supervision of cleaning staff and, where appropriate, other caretaking staff.

Financial
Ensuring appropriate levels of caretaking materials, including ordering, in accordance with school and Local Authority procedures and maintaining accurate records as required. Also, dealing with any enquiries/complaints arising from the use of caretaker's materials.

Equipment/Materials
The receipt of store, furniture, materials, laundry, fuel and other supplies/equipment and, where appropriate, to arrange the removal of such items from the school/buildings, as authorised by the responsible person.

Health/Safety/Welfare
Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the School's Policy relating to the promotion of Equality and Diversity.

Training and Development
The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

Dealing with enquiries from and liaison with, all staff (both of the school in particular and the Authority in general), students, contractors and other work persons on the premises and generally with members of the public as necessary.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the School's Equal Opportunities Policy.

2. Ensure that the School's commitment to public service orientation and care of our customers is provided.

PRINCIPAL DUTIES

1. Security of the premises both internally and externally including the operation of fire/burglar alarms, acting as keyholder and attending the premises and/or its grounds when called out. School/Building contents when practicable are to be left as secure as possible. It is not practicable for the Caretaker to have to move a number of computers, keyboards, typewriters from room to room for security purposes.

2. Heating and lighting of the premises including domestic hot water supplied and the operation and maintenance of plant. (See schedule 1).

3. Cleaning as required by the Headteacher or other nominated person.

4. Porterage and handy-person duties, including minor repairs to school premises and equipment. Any repairs, defects etc. beyond the competence of the postholder should be reported in accordance with the school/building procedures (see schedule 2).

5. Ensuring the availability of the school premises/buildings and grounds for approved activities such as community use outside the normal hours, this includes lettings where it will be necessary for the postholder to be in attendance. Also ensure safe access/egress to the premises and grounds in the event of snow, ice or other materials which serve to make the ground hazardous (see schedule 3).

6. Ensuring the school premises/buildings are presented in the best possible manner to the community.

7. Completion of any reports or records required as a consequence of School procedures or statutory provisions.

8. Other duties arising from the use of the premises and ground (eg recording/acknowledging work completed by contractors including making out appropriate reports as required by School/Building procedures).

9. Supervision of cleaning staff including arranging for the completion of timesheets, distribution of wages etc. arranging start and finish times of working and make arrangements for absences of cleaning staff.

Breakdown of Caretaking Duties

1. Providing safe access/egress to the premises in the event of snow, ice, flooding or similar situations. (see schedule 4).

2. Awareness of implementation of emergency procedures issued by the service and of the action required in the event of fire, flood, breaking and entering, vandalism, accidents, etc. Knowledge of the availability of First Aid provision and its location.
3. Knowledge of the location of valves, stop-taps, controls, fuse boards and similar facilities and checking that they are operational. (see schedule 5).

4. Carrying out the routine procedures for the checking and inspection of ancillary equipment/alarms; reporting any defect. (see schedule 1).

5. Ensuring that the boiler house and caretakers' rooms are clean, tidy and kept clear of accumulated refuse.

6. Receiving delivery of goods/materials and fuel, where necessary storing them safely as required. Ensuring that adequate supplies of fuel are available.

7. Ensuring that all caretaking equipment is maintained in a safe mechanical, clean working condition or that arrangements are in place for this purpose.

8. Practising and encouraging good housekeeping with energy conservation and equipment.

9. Establish and maintain records of fuel, electricity, water and oil consumption and making these available as required by the Headteacher or other nominated person.

10. Attending training courses as required.

11. Recording, after inspection in conjunction with appropriate support staff, the completion of any work done by contractors, including cleaning staff and reporting any irregularities to the Headteacher or other nominated person.

12. Ensure that windows are closed and that all external, and any internal doors as may be required, are adequately secured. Alarms, if provided, should be correctly set. If a locked gates policy is in operation, padlock or secure gates as required.

13. Securing the premises, arranging repair, informing the police in the event of vandalism or breaking and entering. Informing the Headteacher or other nominated person of events.

14. Ensuring, in liaison with the designated member/s of staff, that all relevant equipment is marked with security paint.

15. Advising the Headteacher or other nominated person on ways of reducing the occurrence of vandalism or breaking and entering.

16. Maintaining records of third session usage, call-out cover and premise related work tickets to enable the designated member of staff to reconcile the school's/building's expenditure and to process any insurance claims.

17. Assisting in preparing for after school activities. Clearing and cleaning up after these activities and preparing for normal school sessions in accordance with the school's procedures. (see schedule 3).

18. Assisting in preparing the building's facilities for use by visitors, guests and those official lettings (see schedule 3).

19 Maintaining records of any repair or maintenance work carried out on the premises or grounds.

20. Permitting no evening or other meetings to be held in the school unless the consent of the Headteacher has been previously received (see schedule 3).

21. Notifying the Headteacher or other nominated person (where appropriate) of any Health and Safety and Fire Precaution issues. Liaising with the employees and the governing body's health and safety representatives as required (see schedule 6).

22. Reporting to the Headteacher or other nominated person any occurrence or defect of the building and area within the curtilage of the premises including those appertaining to the Health and Safety at Work Act, COSHH regulations etc.

23. Carrying out any small decoration and repair work (eg patch plastering, painting, fixing door handles etc.) within the Assistant Caretaker/Cleaner in Charge competence. This work shall not include repairs to the electrical or heating systems (see schedule 2).

24. In conjunction with the Headteacher or other nominated person or representative to be accountable for a small budget for those minor repairs as detailed in schedule 2.

25. Drawing the attention of the Headteacher or other nominated person to any repair or maintenance work required beyond the competence of the Assistant Caretaker/Cleaner in Charge, in accordance with the report procedures laid down.

26. Operating and managing the heating and hot water plant so that certain temperatures and an adequate supply of hot water are maintained. Carrying out frost precaution measures (see schedule 1).

27. Porterage in connection with the school milk service. Porterage of furniture, equipment and supplies for general school purposes.

28. Ensuring on a regular basis, that all external doorways and immediate surrounding areas are clean and free from litter and that litter receptacles are emptied. Cleaning of ground floor drains and gullies.

29. Clearing of litter, on a regular basis, all outside paved areas within the curtilage of the school/building. (see schedule 7).

30. To assist as required in the clearing of all premises and grounds of litter (see schedule 7).

31 Clearing broken glass from any play area as required (see schedule 7).

32. The Caretaker is required to be conversant in the use of chemicals used in connection with the cleaning activity and in particular should ensure that COSHH regulations are followed at all times.

33. Spot cleaning any area used by pupils or employees during the school day, on request or as required.

34. Washing off chalk, writings, graffiti from school walls and toilets.

35. Ensuring the school premises/building, furniture and equipment are cleaned to the school's cleaning specification.

36. As supervisor of cleaners:- (if appropriate)

    (i) Planning work programmes, organising work programmes and allocating work areas for self and the school's cleaners.

    (ii) Ensuring that cleaners are aware of the requirements for timesheets, accident reports, procedures for reporting sick, in accordance with the Authority's conditions of service, systems of fire drill and the safe working practice as required by the Health and Safety Act.

    (iii) Carrying out the normal supervisory duties of staff and premises maintaining a good working atmosphere and encouraging team spirit, ensuring good timekeeping, dealing with individual and group grievance problems, as first line supervision. Ensuring that work is done correctly and prompt

    (iv) Ensuring that the timesheets are correctly made out and signing that cleaner's timesheets are a correct record of time worked.

37. To clear from hard surfaced areas hazardous materials (e.g. glass, debris, spillages) for safety reasons and within the context of maintaining the schools and its grounds in presentable manner.

38. To ensure premises are satisfactorily heated and lit.

39. Any other such duties reasonably falling within the purview of the post that may be required from time to time by the Headteacher.

NB: THE ABOVE IS NOT AN EXHAUSTIVE LIST OF DUTIES AND OTHER DUTIES OF A SIMILAR NATURE MAY BE UNDERTAKEN FROM TIME TO TIME.

SCHEDULE 1 - MAINTENANCE OF HEATING, LIGHTING AND ANCILLARY SYSTEMS

1. LIGHTING

a) Replacement of tubes, starters, diffusers within a safe working height as determined by the Health and Safety at Work Act.

b) Reporting of any defects in the lighting system to the Headteacher or other nominated person in accordance with agreed procedures.

2. HEATING

a) Ensuring that the boiler and heating systems are operational.

b) Maintaining adequate fuel supplies and ensuring that replenishment orders are issued in good time and for sufficient quantities.

c) Reporting any defects or failures in the heating system to the Headteacher or nominated person in accordance with agreed procedures.

3. FIRE ALARMS

a) Awareness of all fire alarm call-points, ensuring that all fire alarm break glasses are in good condition. Replacement of break glasses as required Check that fire alarm system is fully operational.

4. FIRE FIGHTING EQUIPMENT

Check that fire fighting equipment is correctly located and that all extinguishers, hoses, caps and containers have not been tampered with. Ensure that any sand buckets are correctly filled and located. An annual inspection will be carried out by officers of the Authority. Any defects in equipment should be reported to the appropriate service.

5. INTRUDER ALARM SYSTEM

When setting the alarm system, check that all zones are fully functional. Any defects detected should be reported to the appropriate alarm company. Notification should be made to the Headteacher or designated person of the call-out.

SCHEDULE 2 - HANDY PERSON DUTIES

The Caretaker will be responsible for undertaking such repairs of a minor nature as may be required by the Headteacher or nominated representative.

This requirement will be confirmed within the general competence and experience of the postholder. Although the exact nature of the work cannot be specified, the work will be that of a general handy person and not be a substitute for the employment of trained crafts persons. It would therefore be reasonable for a Caretaker to undertake minor repairs either completely or as an instant remedy whilst awaiting the attendance of a trained craftsperson.

The following are examples of the type of repairs which the Caretaker may be required to undertake.

1. **PATCH PLASTERING**

   Filling of small holes and cracks with polyfilla or plaster mix to make the area good.

2. **PAINTING**

   Making good of areas on skirting boards and door frames, and to conceal blemishes on walls.

3. **BASIC JOINERY**

   Tightening or replacing fastenings, handles etc on doors, windows and items of general furniture.

SCHEDULE 3 - LETTINGS OF SCHOOL PREMISES

1. Attending lettings, if required whilst at the same time carrying out normal Caretaking duties in accordance with the Building's lettings policy.

2. Third session lettings of school premises and ground can commence from 6.00pm during week days and in some instance may involve Saturday and Sunday sessions.

3. Dependant upon the nature of the letting the Caretaker may be required to move and replace furniture or prepare rooms as instructed.

SCHEDULE 4 - SAFE ACCESS AND EGRESS

1. **Snow**

   Clearing of doorways and immediate lead in path to a width of at least 3 feet or 1 metre, to allow free access and egress to and from the premises.

2. **Ice**

   Covering the affected areas with rock salt/grit as required.

3. **Flood**

   Removal of excess water by squeegee's or sweeping brushes, or if necessary by wet/dry suction machine to allow safe access and egress.

SCHEDULE 5 - VALVES, STOP TAPS AND OTHER CONTROLS

1. Ensure that valves and stop taps are free from seizure and in good working order.

2. Awareness of the location of trip fuses in case of emergency.

3. Reporting any defects in fuse boards to the Headteacher or nominated person in accordance with agreed procedures.

SCHEDULE 5 - (SUPPLEMENTARY) - SWIMMING POOLS AND PLANT

1. Caretakers at schools with swimming pools will be required to undertake the Pool Plant Operators Training Course.

2. Prior to appointment, prospective Caretakers for schools with swimming pools will be required to be checked for colour blindness.

   Persons suffering from colour blindness may be unable to detect water imbalances.

SCHEDULE 6 - HEALTH AND SAFETY

1. The Caretaker should notify the Headteacher or designated person of any defects or occurrences in or on the premises that could be deemed a Fire Precaution or Health and Safety issue.

2. The Caretaker may also be required to accompany the Health and Safety Representative around the site to assist in the clarification and reporting of any Fire Precaution or Health and Safety issue.

3. The Caretaker should make themselves aware of Section 23 entitled "Caretaking Duties Method Statement".

Article I. SCHEDULE 7 - CLEARING OF LITTER

i) <u>Paved Areas</u>

(a) On a regular basis and/or when required to collect all litter, place in a waste bag if possible and transport to bin area for disposal. An outline guide for general types of litter would include cans, plastic containers, waste paper, glass and anything which could be deemed a Health and Safety hazard.

ii) <u>Premises and Grounds</u>

a) Carry out or assist as required in the collection and removal or litter as detailed above in relation to school premises and grounds.

<u>SECONDARY DUTIES</u>

To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher or nominated representative in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____