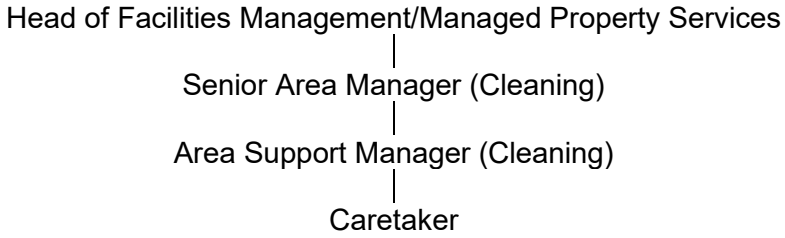
ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE	**:**	**ECONOMY & PLACE**
SECTION	**:**	**FACILITIES MANAGEMENT**
LOCATION	**:**	**Castleton Primary School, Hillcrest Road, Rochdale, OL11 2QD**
JOB TITLE	**:**	**CARETAKER**
Grade	**:**	**3**
Accountable to	:	Building Manager/Head of FM/MPS/Senior Area Manager/Area Support Manager
Accountable for	**:**	Provision of service and cleaning staff on site.
Hours of Duty	**:**	35 hours per week Monday to Friday 10.15am to 5.45pm (half hour lunch break). All year round and holidays to be taken in school holiday term. Hours may be subject to change to meet the needs of the service in line with school requirements. Hours maybe subject to change to meet the needs of the service. Overtime may be required from time to time and the appropriate rate will be paid.
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 Head Teacher/Building Manager or the delegated person, or by prior arrangement with either of these persons. All duties to be completed in a manner consistent with the school's educational philosophy and in accordance with it's Equality and Diversity and parental involvement policies. (Schools will make available copies of the appropriate policy). Subject to DBS and background checks

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect staff to share this commitment

Organisational Chart



PURPOSE AND OBJECTS 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/buildings 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

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

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

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

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 -

(i) Perform his/her duties in accordance with RBC's Equal Opportunities policy.

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(ii) Ensure that RBC's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Proud
- Passionate
- Pioneering and open

Be aware of and apply the Rochdale Way behaviours at all times.

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 etc 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 specification as required by the Head Teacher/Building Manager 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/Building, Local Authority 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 Building Manager/Head Teacher.

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 Building Manager/Head Teacher.

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 Building's administrative staff 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 Head Teacher/Building Manager 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 Head Teacher has been previously received (see schedule 3).

21. Notifying the Head Teacher/Building Manager (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 Head Teacher/Building Manager 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 Head Teacher/Building Manager or representative to be accountable for a small budget for those minor repairs as detailed in schedule 2.

25. Drawing the attention of the Head Teacher/Building Manager 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 Head Teacher.

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

JOB DESCRIPTION

SCHEDULE 1 - MAINTENANCE OF HEATING, LIGHTING AND ANCILLARY SYSTEMS

i) <u>LIGHTING</u>

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 Head Teacher/Building Manager or nominated person in accordance with agreed procedures.

ii) <u>HEATING</u>

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 Head Teacher or nominated person in accordance with agreed procedures.

iii) FIRE ALARMS

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.

iv) 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.

v) 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 Head Teacher 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 Head Teacher/Building Manager 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.

i) PATCH PLASTERING

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

ii) PAINTING

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

iii) BASIC JOINERY

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

SCHEDULE 3 - LETTINGS OF SCHOOL PREMISES

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

ii) 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.

iii) 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

i) 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.

ii) Ice

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

iii) Flood

Removal of excess water by squeegees 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

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

ii) Awareness of the location of trip fuses in case of emergency.

iii) Reporting any defects in fuse boards to the Head Teacher or nominated person in accordance with agreed procedures.

SCHEDULE 6 - HEALTH AND SAFETY

i) The Caretaker should notify the Head Teacher/Building Manager 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.

ii) 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.

SCHEDULE 7 - CLEARING OF LITTER

i) Paved Areas

(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) Premises and Grounds

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

Job Description prepared by: Julie Mottram Date: 29 October 2026

Agreed by postholder _____ Date _____

Supervisor _____ Date _____

Head of Service _____ Date _____

Rochdale Borough Council
Person Specification

Service :	**Economy & Place**	**Post:**	**Caretaker**
Section :	**Facilities Management**	**Post Number :**	
Job Ref:		**Grade:**	**3**

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you MUST include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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	Criteria	**Essential (E) or Desirable (D)**	**How Identified: AF Application Form I Interview A Assessment**
	Questions		
1	Are you a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale?	E	AF and I
2	Are you willing and able to be a key holder?	E	AF and I
3	Are you willing to undertake training as required?	E	AF and I
(a)	**Qualification and Experience**		
4	Please give details of your experience of cleaning duties, maintenance/repair works and security of buildings?	E	AF and I
(b)	**Skills and Knowledge**		
5	A good standard of English and Maths is needed for this position – please give examples of your ability.	E	AF, I and test
6	What abilities do you have to be able to communicate effectively, politely and respectfully, particularly when dealing with staff and other users of the building?	E	AF and I
7	Please give details of your ability to work within a small team.	E	AF and I
8	Please explain your capability of completing documentation as necessary to keep records of checks made and order stock.	E	AF and I
10	Please give details of your ability to undertake light/moderate lifting and climbing/ladder use?	E	AF and I
(c)	**Special Working Conditions**		
11	Please explain why it is important to work within the building policies eg. Health and Safety, Equality etc?	E	AF and I
12	Are you willing to work in other schools/buildings and attend meetings and training courses at venues within the Borough?	E	AF and I
13	Are you willing to wear protective clothing (PPE)?	E	AF
(d)	Behaviours and Values		
1	Approach the job at all times using the values set out in the Rochdale Way: • Proud	E	AF/I

• Passionate • Pioneering and open Please confirm you are willing to adhere to these values and behaviours.		