

JOB DESCRIPTION

SCHOOL:	ST. MARK'S CE PRIMARY SCHOOL
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JOB DETAILS:

Job Title:	Caretaker
Grade:	Grade 1B, point 4
Directly responsible to:	Headteacher / Business Manager
Hours of Duty:	25 hours per week split shift 7am to 9.15am 3.00pm to 5.45pm This is a split shift pattern; however, there may be flexibility to combine hours during holiday periods when works are not being undertaken at the school. This is an all year round post; however, a term-time contract would be considered for the right candidate.

Summary of Role:

To work under the direction of the headteacher and school business manager. To ensure the cleanliness, security and routine of the school. To be prepared to work flexibly and to cover the role of the site officer when they are on holiday or absent.

Main Duties and Responsibilities/Accountabilities:

Support for Pupils

1. To act as a secondary key holder and respond to call-outs as necessary.
2. To support the Headteacher and School Business Manager to ensure proper use of premises and resources by occupants of the building.
3. To take the lead in ensuring that the school building is clean, tidy and free from rubbish, under the direction of the Headteacher and School Business Manager.
4. To clean the hall floor daily and routinely clean areas soiled by pupils.
5. Caretaker's room to be kept clean and tidy.
6. To ensure all external areas within the site boundary, i.e. playgrounds, paths, car parks etc are kept clean, tidy and free from rubbish and litter.

7.	To ensure safe disposal of rubbish and waste material.
8.	Make sure the gates are opened and locked at appropriate times.
9.	Operate and heating and lighting systems.
10.	All toilets to be checked frequently and towels/soap/toilet rolls replenished daily.
11.	To set up rooms/hall when needed for events/activities in school
12.	To set up and take down play equipment.
13.	Portering duties.
14.	To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations.
15.	Ensuring that rock salt is used in appropriate areas during adverse weather conditions.
16.	To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspections.
17.	All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Headteacher and School Business Manager, as follows: (i) Undertaking day to day repairs of a minor nature to doors, window frames, skirting boards, plasterwork. (ii) Painting and decorating of doors, window sills, classrooms, woodwork etc. (iii) Removal or painting over all graffiti as and when necessary in accordance with COSHH regulations. (iv) Repairing any damage caused by vandalism as far as possible. (v) Undertaking minor alteration/improvements which do not affect the structure of the building, e.g. putting up shelves, replacing coat hooks, hanging pinboards, building bookshelves and play equipment, blinds, fixing curtains rails, hanging curtains etc.
18.	Changing light bulbs, fuses, plugs, tap washers, toilet seats/roll holders, soap dispensers etc as necessary
19.	Ensure that clocks are accurate and wound-up, batteries replaced etc.
20.	To undertake all duties in a courteous professional manner.
21.	To undertake such additional duties as are reasonably commensurate with the level of this post.
22.	To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.
	Safeguarding The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
	The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:	17.9.26
Prepared by:	L Mansfield
Agreed by Postholder	