



'For Every Child to Reach their Potential and Live life in all its Fullness'

Part-Time (pm) Caretaker Job Description

Hours of Work: 3.00pm to 6.30pm (3 hours,30 minutes per day) 17 hours 30 minutes per week
85 hours holiday (35 hours term time / 50 hours non-term time)

Grade: G3

This job description outlines the roles and responsibilities of the school caretaker at Hindsford.

Statutory Health & Safety Checks:

- To carry out a fire alarm and emergency lighting check once a week when pupils are not present in school.
- To carry out a fire drill once a term when the pupils are present in school.
- To work closely with the morning caretaker to ensure that a weekly check on the school playground and equipment is carried out and that any areas requiring repair is responded to (report, fix, remove, secure etc).
- To carry out termly classroom checks and respond to any areas requiring repair.
- To support with statutory water checks by liaising with the organisation that carry out these checks.

Health & Safety Training:

- To receive training once every two years in the following areas: Legionella, Asbestos, First Aid at Work, Fire Warden, Working at Height, Site Security & COSHH.
- To be familiar with and adhere to the school's H&S Risk Assessments and Policies.

Day to Day Tasks:

- To support staff with the safe moving of school furniture or resources to different locations in school and the setting up of events such as Family Worship, Assemblies, Christmas Fayre & Summer Fayre etc.
- To respond to any broken furniture, damage to property, areas of concern around the school building or school grounds etc.
- To ensure that all caretaker cupboards are locked when the children are in school.
- To ensure that the alarm cupboard is locked at all times when the school is open.
- To check that the sanity bins are in good order in the staff toilets.

Seasonal Tasks:

- To clear/grit the school paths, playgrounds and carpark in the event of cold/frosty weather.
- To clear any debris from the school paths, playgrounds and carpark following windy/stormy weather.
- To be responsible for the setting of the school's heating at an appropriate temperature and manage this according when the school is open and closed.

Safeguarding:

- To attend annual safeguarding school training.
- To complete the prevent Radicalisation and Extremism on-line training once a year.
- To be familiar with the school's Child Protection Policy and DfE Keeping Children Safe in Education Part 1.
- To understand that safeguarding is the responsibility of all staff members and report any concerns to the DSL.

Security:

- To be responsible for the locking up of the building at the end of each day by ensuring that all the doors and gates are locked and that the lights are off and the alarm is set.
- To set the security lights and ensure that the CCTV is in good working order.

Day to Day Tasks:

- To work closely with the school cleaner and morning caretaker to ensure that the cleaning rota is followed each day and that all areas of school are cleaned to a high standard. This will include tasks such as sweeping, hoovering, mopping, emptying bins, cleaning tables and other surfaces, wiping down equipment, cleaning door handles/light switches/skirting boards/blinds, glass cleaning, dusting and emptying the dishwasher etc.
- To replenish key resources such as toilet rolls, paper towels and soap dispensers.
- To liaise with the school's administrator regarding any cleaning stock or resources and be joint responsible for receiving this order and storing it safely.
- To liaise with all contractors linked to the maintenance of the building.
- To carry out any reasonable additional tasks as set by the Deputy Headteacher or Headteacher linked to the maintenance or cleanliness of the school.

School Holiday Tasks:

- To use the time when the children are not in school (half term and summer holidays etc.) to carry general school maintenance and support the school cleaner with deep clean tasks:
 - Cleaning all external windows.
 - Pulling trays out and cleaning the cupboards.
 - Removing items from the shelves and cleaning them.
 - Steam cleaning the carpets.
 - Jet washing.
 - Making repairs, where possible.
 - Maintaining the Well-Being Garden
 - Decorating – painting / wallpapering etc.