



Chadwell Primary School

High Road, Chadwell Heath, Romford, Essex. RM6 4EU

Tel: 020 8590 1242

Job Description: Caretaker

Job Title:	Caretaker
Hours:	33 hours per week, 52 weeks per year.
Grade:	LBR 4
Responsible to:	Premises Manager

GENERAL PURPOSE OF THE POST

Under the direction / instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

CORE RESPONSIBILITIES

Security

- Lock / unlock school building and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate alarm systems where appropriate
- Cover lettings
- Be available for emergency call out and provide emergency access to the school site.
- Liaise with police, security and surveillance contractors where appropriate

Cleaning and Maintenance

- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing doors or furniture within the constraints of health and safety requirements and manufacturer's instruction.
- To organise and carry out small-scale repairs / renovations / redecoration / developments as requested by the Premises Manager / SBL / SLT.
- To organise and carry out various maintenance duties to ensure that the general upkeep of the premises is satisfactory.
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- To provide cover as required, for other members of the premises team including emergency cleaning duties

- Undertake routine 'client' tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting
- Assist with the maintenance of the playground and other sports and play equipment
- Ensure that pathways and all other external hard surfaces are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions

Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap and towels
- Report faulty equipment and other maintenance requirements to appropriate person
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- To liaise with contractor / suppliers regarding contracts, works, and premises related matters.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- To assist in safety audits of the premises and contribution to relevant risk assessment activities

Organisation

- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture, equipment and stock deliveries within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions
- Monitor and manage stock within and agreed budget (cataloguing resources and undertaking audits as required)
- Liaise with line manager and attend meetings as required
- Any other duties commensurate with the general level of responsibility of the post as directed by the Premises Manager / SBL / SLT.
- To liaise with the Health & Safety Coordinator to address matters relating to health and safety and to be responsive to health and safety issues as they arise
- To provide/facilitate training for staff

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies at all times
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The areas of responsibility in the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

The above duties are neither exclusive nor exhaustive and the Caretaker may be required by the Executive Headteacher / Head of School to carry out other appropriate duties within the grading level of the post and the competence of the post holder.