

JOB DESCRIPTION:	School Maintenance (Caretaker)
SCHOOL:	St Martin's School
JOB TITLE:	Caretaker
RESPONSIBLE TO:	Site Team Manager
PRIMARY TASKS:	Maintenance
SALARY ATTACHED TO THE POST	LGS Scale 5 (£25,808 - £27,110) 37 hrs per week for 52.14 weeks per year including the five non-pupil days
Monday to Thursday 10am – 6pm Friday 10am to 5.30pm	

MAIN ACTIVITIES ATTRIBUTABLE TO THE PRIMARY TASKS

1 SECURITY OF THE PREMISES

- To lock and unlock the windows, gates, doors around the site as required.
- To report damage/vandalism to the Site Team Manager for action. To repair damage when instructed.
- Ensure that access is available to those persons who are making deliveries or carrying out repairs.
- To assist in the fire drills in line with the school policy & undertake fire safety inspections
- To cover for Morning or Evening caretakers when they are on leave.
- To be on-call to attend out of hours call outs by the school Security contractor ADT.

2. HEATING, LIGHTING AND PORTERAGE DUTIES

At the request of the Site Team Manager undertake the following tasks:

- To operate, monitor and maintain heating plant and equipment.
- Changing light bulbs, tubes, starters, fuses and plugs.
- To promptly move goods, refreshments, equipment, furniture and stores within the confines of the school site.
- To ensure that all-hard area, paths, and fields are free from litter, weeds and debris. Ensure that gullies and drains are free flowing.
- Sweep hard areas and empty rubbish bins.
- Clear rubbish from around the central bin area and ensure that it is kept clean and tidy. To wash the bins as requested. Report any signs of vermin to the Site Team Manager.
- To clean any soiled areas, replenish consumables and to report misuse and graffiti to the Site Team Manager.
- To ensure that the chairs are laid out for assembly and for the lunchtime when needed and cleared away promptly.
- To set up rooms as required for meetings, parents evenings etc.
- To be available for every open evening each year.

3. HANDY PERSON DUTIES

To carry out repairs and preventative maintenance, delegated by the Site Team Manager, which are not beyond the scope of an unskilled handyperson, e.g.

- Check pumps and associated equipment.
- Broken windows, roof panels, guttering, etc.
- Cleaning blocked drains sinks, urinals, toilet pans etc.
- Effect repairs to toilet seats, gates, locks, door handles, door hinges, school furniture, toilet cisterns/ball cocks, coat hooks, shelves, taps, drinking fountains, etc.
- To undertake painting and decorating tasks.
- Undertake weekly inspection of school mini-buses.

4. SWIMMING POOL/MUGA

- Operate and maintain heating and filtration systems.
- Test water and add chemicals to maintain correct chlorine and PH levels
- Clean pool and surrounding area in accordance with instructions.
- Undertake regular maintenance of Multi Use Games Area surface.

5. OTHER DUTIES

Upon instruction from the Site Team Manager.

- Undertake duties to keep site open by clearing snow & ice.
- To act as a First Aider and attend training courses for proficiency.
- Ensure that contractors work safely when on site.
- Deal with bodily spills (blood, vomit) using the correct Health and Safety procedures.
- Read all meters, undertake testing for legionella.
- Remove graffiti.
- Spray ant/wasp killer.
- Attempt to prevent trespass and unauthorised entry and/or parking of vehicles on school grounds.
- To adopt a flexible attitude to the working hours to cover other site staff absences and during the school closure periods.
- To deputise for the Site Team Manager in his absence.
- To attend courses as required by the Estate Manager to aid with self-development.

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

DATE OF ISSUE: January 2024