



**Job Title:** Caretaker

**Reports to:** School Business Leader & Premises Manager

**Evaluated Grade:** Surrey Pay Grade SY4

**Date:** September 2021

### **Job Purpose**

To provide a security and caretaking service to the school to minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises, and loss of property through theft outside normal school hours.

### **Principal Accountabilities**

The principal accountabilities are as set out in 1 - 5 below. The tasks under each accountability serve to indicate the range of duties involved.

#### **1. Cleaning - 60%**

Keep the site clean and tidy to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

#### **Tasks**

Setup both school halls for lunchtime and stay in halls to supervise plate scraping, table wiping etc. Clean up both halls post-lunchtime quickly and efficiently so they are ready for the afternoon's activities. Clean specified areas of the school which are not cleaned by contractors, to specification i.e. Art/DT room, Launchpad, Junior hall, Junior staff-room, all Junior Offices & entrance foyer. Duties include bin emptying, dusting, vacuuming, mopping hard floor, cleaning internal glass, cleaning sinks in those spaces etc. Carry out non-term cleans to the required standards.

- Collecting from each room on the whole site, the recycling boxes and bags and putting into set bins ensuring all recycling is crushed/flattened down to maximize bin space usage
- Refilling soaps in all toilets across the whole site
- Refilling paper towel holders across the whole site
- Replacing tea towels and dish cloths in all Staff Rooms, Offices and all Staff toilets.

#### **2. Site Maintenance - 5%**

Contribute to maintaining the site in a good state of repair and maintaining heating and lighting to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.

#### **Tasks**

Primary responsibility for these items is with the Senior Caretaker, however should the need arise in these working hours;

- Operate heating plant to maintain required temperatures, ensuring, where appropriate that adequate supplies of fuel are available. Carry out frost precaution procedures as necessary. Ensure adequate heating and lighting to all parts of the premises and, if either system fails, activate the recommended emergency procedures.
- If a blockage occurs of drains and gullies, clear blockage to ensure free flowing.
- Undertake emergency and first line maintenance repairs within capability and training.
- Clearing of any blocked drains/toilets, and cleaning up of vomit if required.

#### **3. Security - 25%**

Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents.



## Tasks

Complete a full site sweep including all classrooms to ensure all doors, windows and skylights are closed at the end of the day, and switch off any PC's that have been left on. Ensure all staff and lettings are off site. Operate the Security systems on the premises, ensuring that all premises are secure upon departure.

- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

## 4. Porterage - 5%

Again, the primary responsibility for this remains with the Senior Caretaker with the exception of the supplies needed for topping up the site – these will need to be put away by you. In addition, if the need arises, provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

## Tasks

Transferring goods and materials delivered to the school to appropriate locations around the school site.

- Movement of furniture in connection with assemblies, nativities, shows and parents' evenings etc.

## 5. Monitoring - 5%

Maintain procedures to ensure that the school site is kept in a good state of repair, safe and stocked with all necessary supplies.

- Inspect the site and report to Premises Manager on the need for repair and maintenance work.
- Check supplies of cleaning materials, personal hygiene products and sundry items and place an order with the school office as required.

## Work Context

- Job holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. Direction provided by Premises Manager/School Business Leader.
- Works within agreed procedures to achieve objectives
- Decision making, unless minor, referred to Premises Manager/School Business Leader.
- Some physical effort required, e.g. furniture moving, portering. Involves some outdoor working.

## Dimensions

Job holder not directly responsible for any budgets/staff/expenditure.

## Person Specification

Education, Training and Work Qualification

- Basic general education

## Knowledge

Any knowledge required can be acquired through on the job guidance and training

## Skills and Abilities

Listening actively, demonstrating understanding of communications received and responding appropriately. Communicating mainly oral information to the right people in a timely and clear manner.

## Relevant Experience

Experience in a role where job holder has had to demonstrate reliability and ability to follow instructions.

## Other Requirements

Reliability essential, e.g. in securing school.

Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.

Able to handle electric cleaner