

Name:

Job Description



Reports to: School Business Manager/ Headteacher

Responsible for: A team of cleaning staff

This position is a split shift of 20 hours per week. 6.40 – 7.40am and 3.15 – 6.15 pm

Job Purpose: To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the School's assets to support the objectives of the school.

Main duties & responsibilities

1. Responsible for ensuring the building and contents are secured
2. Provision of access to the building and grounds to authorised persons at all reasonable times
 - a) Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary
 - b) Carryout maintenance and repairs to the building, furniture and equipment within the scope of a competent repairperson.
3. Operation of the heating and lighting systems: monitoring usage and promoting energy conservation in the school.
4. Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
5. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher / School Finance Manager
6. Monitoring the standards of cleaning of the building.
7. Carrying out cleaning work, generally using machinery, as allocated.
8. Plan in conjunction with the Headteacher and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
9.
 - a) Maintain a register of keys issued on the instructions of the Headteacher.
 - b) Requesting unauthorised users of the site to leave; calling for the attendance of the police if necessary (in accordance with agreed guidelines).
 - c) Specific duties are as follows:

am - Taking off alarm systems, unlocking of gates and entrance doors and checking as far as possible that the premises have not been disturbed. Switching on of lights, setting heaters manually and opening of windows as might be required.

pm - Walking round premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates, setting of alarm system.

Providing such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other similar emergencies.

10. Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.

- a) Carrying out maintenance and repairs to the property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified)
- b) Drawing the attention of the appropriate Headteacher, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the staff.
- c) Directing tradespeople and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is requirement to sign satisfaction note.
- d) Replacement of light bulbs, fluorescent tubes etc.
- e) Carrying out routine procedures and inspection of ancillary equipment, eg: pumps, batteries, window blinds, etc.
- f) Ensuring all caretaking and cleaning equipment is in a safe clean and working condition.
- g) Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.

NOTE The Caretaker's direct activities are limited to situations where safe access can be obtained and suitable tools are available.

12

- a) Operating the heating plant so that the required temperatures are maintained in the premises and that an adequate supply of hot water is available. Carryout frost precaution procedures.
- b) Taking steps to reduce energy consumption and in conjunction with the Headteacher promoting the awareness of other staff concerning energy conservation.

13

- a) Following the procedures laid down for the monitoring of the operation cost of the building and associated resources
- b) Identifying areas of excess cost and taking appropriate steps to rectify the situation by direct action where it is possible, or in conjunction with the Headteacher.

15

- a) Preparing for daytime, evening and weekend activities, clearing and (in specific circumstances) cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- b) Laying out of furniture for meetings as laid out in weekly diary and movement of these within the school
- c) Taking delivery of stores, materials and other goods; storing and/or moving them within the school as required.

16

- a) Attending to such duties appertaining to the premises as may occur from time to time
- b) Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- c) Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish
- d) Emptying of litter baskets and bins, disposal of all rubbish and cleanliness of dustbin areas.
- e) Emergency cleaning in the absence of cleaning staff, eg spillage of paint, vomit, etc.
- f) Replenishment of soap, toilet rolls and towels
- g) Take appropriate remedial action or report working practices or usage conditions that may contravene the requirements of the Health & Safety at Work Act 1974 and the Fire Precautions Regulations.
- h) Dealing with instructions received from the Headteacher or authorised representative in accordance with the school's regulations concerning the letting of the premises and carrying out such duties as may be required.
- i) Carrying out the reasonable instructions of the Headteacher

17 Making out such work records and other documentation as may be required

18 Ensuring that the premises and furnishings are cleaned in accordance with the School's standards and methods.

19 During quieter times the cleaning work will include any special tasks that become necessary, including the use of step-ladders in accordance with the School's guidelines and other non –routine cleaning.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The post holder is eligible for 28 days annual leave, after 5 years continuous service, in addition to statutory annual leave of Christmas and Boxing Day, New Years Day, Good Friday, Easter Monday, May Day, Late Spring holiday (Monday), Late Summer Holiday (Monday).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed:..... Post Holder

Signed:..... Head Teacher