



## CARETAKER JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced DBS check and references.

**Job Title:** Caretaker  
**Reports to:** Headteacher at Somersham Primary School  
**Responsible for:** Cleaners (where appropriate)

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This role will be based at Somersham Primary School sites but may also involve some duties at other schools in the Trust, where appropriate.

### Children and Vulnerable Adults

- ♦ Ensure that your relationship with users of the School, and in particular children and/or vulnerable adults, is maintained at a level which will not undermine their personal safety or moral integrity.

### Building and Equipment

- ♦ Ensure school, premises, buildings and ancillary equipment are properly maintained.
- ♦ Ensure that equipment and materials in your care are properly, and safely, used and stored.
- ♦ Maintain proper stock levels of equipment and materials. Order and take delivery of these as necessary.
- ♦ Move, lay out and stack chairs, desks and tables as required.
- ♦ Replenish soap, toilet rolls and towels.
- ♦ You may be a nominated key holder which will require that you unlock and lock the school premises at designated times and for any out of school activities. As a key holder, you may also be called upon to attend the school site in the case of an emergency e.g. fire alarm activation.
- ♦ When opening up the school, unlock gates and doors. De-activate the security alarm, if fitted. Make sure that the school remains secure until normal school working hours.
- ♦ At close of day, close and secure windows, turn off appliances (e.g. heaters, taps, lights etc) as necessary. Lock doors and gates and activate any security equipment.

### Maintenance

- ♦ Carry out basic repairs to property, fixtures fittings and equipment which are within the competency of an unskilled handyman.
- ♦ Report to the proper authorities, via the Headteacher, any repairs or maintenance work which is beyond the competency of an unskilled handyman, and obtain quotations for works where necessary.
- ♦ Direct maintenance contractors to the sites where work is to be carried out. Inspect their work as appropriate and sign any satisfaction notes where suitable.
- ♦ Replace light bulbs and tubes.
- ♦ Carry out routine procedures and inspection of ancillary equipment such as pumps, batteries and window blinds.
- ♦ Ensure all drains and gullies are clean and free-flowing. Clear blockages where they occur.

### **Heating and hot water systems**

- ♦ Operate heating plant to ensure required building temperatures are maintained and an adequate supply of hot water is available.
- ♦ Carry out frost protection procedures.
- ♦ Ensure that there are sufficient supplies of fuel.

### **Outside Areas**

- ♦ Ensure that all hard areas and paths are free from litter and excessive accumulation of dirt, debris or rubbish. Clear pathways of snow/ice in extreme weather and grit appropriate pathways when necessary.
- ♦ Empty litter baskets or bins.
- ♦ Dispose of all rubbish by incineration or collection by other authorised agencies,
- ♦ Keep dustbin areas clear and clean.

### **Emergency Procedures**

- ♦ Provide access to the building and its utilities in the event of an emergency, at the request of the proper authorities.
- ♦ Carry out necessary procedures in the event of a fire, flood, break-in, accident or major damage.
- ♦ Undertake emergency cleaning in the absence of cleaning staff during normal session time, such as paint spillage, children sickness, etc.

### **Health and Safety**

- ♦ Comply with health and safety legislation, policy and procedures in relation to the job, tasks and responsibilities.
- ♦ Follow manufacturer's or other authorised office's instructions in the use and maintenance of equipment.
- ♦ When using cleaning or other potentially hazardous materials, comply with COSHH regulations.
- ♦ Do not undertake work which is beyond the ability of an unskilled handyman.
- ♦ Caretaking activities are limited to situations where safe access can be obtained.
- ♦ Do not put yourself or others at risk.

### **Environment**

- ♦ Monitor energy conservation and record meter readings on a regular basis, as directed.
- ♦ Take steps as appropriate to improve the efficient use of energy throughout the school.
- ♦ When disposing of rubbish, take advantage of environment friendly processes such as recycling.

### **Supervision**

- ♦ Where applicable, and in co-ordination with the Cleaning Services Manager, supervise the work of other staff on site, such as cleaners.
- ♦ In accordance with the terms of the contract between the cleaning contractors and the school sites, ensure that the cleaning of the school premises and furnishings are cleaned to an acceptable standard.
- ♦ Plan work allocation, subject to standing requirements and the needs of the Headteacher.
- ♦ Give instructions to supervised staff in all aspects of their work.
- ♦ Undertake necessary paperwork, such as timesheets.

- ♦ Maintain a good working atmosphere, encouraging team spirit and ensuring good timekeeping.
- ♦ Ensure that the holiday cleaning (normally a minimum of two weeks per person per year) is properly planned, notified, supervised and recorded.

### **Non-standard Working**

- ♦ Prepare the premises for lettings and community use and other after school activities.
- ♦ Clear and clean after these activities, as appropriate.
- ♦ Caretaking services after school and at weekends may be required. Payment for such duties will be at the appropriate rate.
- ♦ Caretaking duties extend into school holiday periods. Basic duties continue as well as a requirement for other maintenance and/or refurbishment tasks as required.

### **Cleaning Duties**

- ♦ Where this is subject to a separate contract of employment, duties are carried out in accordance with the separate job description.

### **Record Keeping/Meeting Attendance**

- Maintain clear and thorough records of inspections, annual services etc and use computer software system to amend and update records.
- Attend Property and Health & Safety meetings, as necessary.

### **Training**

- ♦ You must undergo any training as required.