

## St Matthew's Catholic Primary School



### Caretaker

#### Job Description:

<b>Grade:</b>	<b>NJCJE 4 Point 9 -17</b>
<b>Salary:</b>	<b>£25,119 - £28,770</b>
<b>Hours of Work:</b>	<b>52-week contract, 35 hours per week (Split shift) (7.15am – 1.15pm and 5.30pm – 6.30pm)</b>

### Main Purpose of the Role

To undertake site care duties including maintenance, planned checks, security and supervision of the site and equipment, and other duties including portering, supervision of contractors, cleaning and supervision/training of staff.

- Full driving licence is essential

### Core Responsibilities and Tasks

#### Site Care and Maintenance

- Take responsibility for the security of the premises (opening up/ close and lock up across the school site).
- Manage the use, maintenance and security of plant, machinery and equipment based at the school, including heating and lighting to the school (including the replacement of bulbs).
- Operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation
- Take delivery of stocks and materials for the school, carry out portering within school, move furniture and equipment, as required, assist in setting up for assemblies, events etc.
- Oversee schedules and routine maintenance liaising with contractors and suppliers as

necessary. Prioritising minor works at the school, considering urgent need and health and safety issues.

- Undertake general repairs, decoration and maintenance (basic plumbing, joinery and painting and decorating).
- Additional hours may be needed and a flexible approach is required (e.g. remain open for school events, evening meetings and attend site in the event of flood, fire or break in).

### **Health and safety:**

- Conduct daily, monthly and termly checks of all areas including checks on field and boundary fence line, litter picking, clear steps and stairways, clear pathways (free of leaf litter and moss), accessible car park and gates, basic checks on playground equipment and fencing off areas if necessary, removing graffiti, clearing grids, tidying and securing bin area.
- Grit pathways in the event of sleet/snow/ice etc.
- Keep COSHH register up to date and comply with all statutory H&S regulations.
- Carry out school-based emergency procedures, e.g. in the event of a fire, emergency lockdown and emergency planning.
- Act as a Fire Warden and complete an accurate programme of maintenance of fire equipment including a log of weekly and termly tests.

### **Clean and tidy:**

- Daily emptying of bins and recycling across the site, removing waste to main bin area for collection.
- Monitor standards of work undertaken by outside agencies and make routine reports.
- Supervise/ train cleaning staff and ensure the cleaning policy is adhered to. Undertake additional cleaning as required to support the cleaning staff (e.g. if a cleaner is absent).
- Further cleaning/tidying duties e.g. boiler room, caretakers' room and all store cupboards.
- Clear up following: break ins, sick children, bursts, floods, fire damage; ensure toilets are clear and clean whilst cleaners are not available.
- Removal of graffiti and any animals waste (includes areas immediately outside school e.g. pavement and walkway into school).
- Monitor and order supplies of site consumables (e.g. cleaning equipment/ products) and ensure that deliveries are made in accordance with invoices.
- Daily replenishment of consumables in all required areas of the school.

### **Knowledge, Skills and Experience**

Up to date and working knowledge of:

- Health and safety guidance and legislation
- COSHH regulations
- Emergency fire procedure
- Emergency planning and procedures
- Use of machinery and equipment
- Attend training as necessary

## **Additional Information**

This role undertakes a range of caretaking duties reporting to the School Business Manager, Headteacher and Governors. This role requires a professional regard for the ethos of St. Matthew's Catholic Primary School and to demonstrate high standards in performance.

This job description is not a contract of employment; it is prepared for the purpose of school organisation and may be subject to agreed changes depending upon the needs of the school.

The job description is intended as a guide to the general duties required of the post, the post holder may be required to undertake training and perform other reasonable duties other than those given in the job description as requested by the Headteacher.

***'Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.'***