

ALVERSTOKE COMMUNITY INFANT SCHOOL

Belonging, Respect, Responsibility



JOB DESCRIPTION

Position: School Caretaker

Location: Alverstone Infant School

Responsible to: The Headteacher

Responsible for: The security, safety, cleanliness, heating and general maintenance and portage duties of the school site.

Duties and responsibilities:

HOURS:

27 hours per week. However, additional hours may be agreed by mutual consent to take account of the changing needs of the school.

Times of work: Split shift, Monday - Friday 07:00 – 09:00
15:00 – 18:00

An additional 2 hours to be completed weekly for bigger jobs. (Can be varied according to priority, weather conditions etc...).

The hours of work during the school holidays are to be arranged with the Headteacher, prior to the holiday, taking into account the needs of the School. Annual leave should be taken during the school holidays, however this can be negotiated with the Headteacher. Leave year period is 1st April to 31st March.

CONSTRAINTS

The Caretaker will be required to respect the confidentiality of information concerning children, families, staff and school matter of which he/she may become aware during the course of his/her duties.

DUTIES

With the direction of the Headteacher, the School Caretaker will be responsible for the duties listed below. The School Caretaker may also be required to undertake other duties that may be reasonably allocated by the Headteacher. Regular meeting will occur between Caretaker/Headteacher and Deputy Headteacher to agree priorities and work schedules. In addition, Caretaking and Cleaning Services will be available to advise the Caretaker on the duties.

To complete and attend regular training and ensure that all systems are monitored and essential safety checks are recorded and reported to ensure the school is compliant with Hampshire safety standards.

THE CARETAKER WILL BE RESPONSIBLE FOR:

1. Internal Cleaning:

- The cleanliness of all floor surfaces, walls, doors, work surfaces, furniture and equipment.
- The cleanliness of all internal glass – including the insides of external windows, time permitting.
- The cleanliness of all sinks, basins and fittings.
- The periodic cleaning of all accessible lamp shades and fluorescent light diffusers.
- The emptying of all waste bins daily, into designated waste bins
- When on duty, clearing messes when children have been unwell.
- Managing standards of cleaning, undertaken by cleaning staff.

2. External Cleaning:

- Ensuring grounds/hard areas are tidy by removing leaves and litter.
- The emptying of playground rubbish bins, as required.
- The periodic cleaning of rainwater gullies, drains and sediment bowls, in accordance with existing Health and Safety guidelines. e.g. notify Headteacher/office and contact appropriate contractor.
- Removing graffiti from walls, where possible.
- Undertaking any necessary action in the event of bad weather or emergency, e.g. snow/frost clearing, etc. in order to permit safe entry/exit into school for parents/children/staff.

3. Security of Premises:

- Ensuring all security of the school building, including the checking and operation of fire, burglar alarms and smoke alarms on a regular basis.
- Ensuring all external doors are unlocked and unobstructed during the course of the normal school day, and sufficient windows open for ventilation.
- Enabling the reasonable access of authorised contractors and visitors to the site.
- Acting as a keyholder for the school, and to be available to the Police and Fire Brigade in an emergency. This does not imply sole keyholder responsibility.
- When necessary, organising emergency repairs to secure the building.

4. School Heating System:

- Operating and maintaining the school's heating system, and calling the maintenance contractors in the event of malfunctions.
- Undertaking energy conservation measures as may be directed by the Headteacher (eg close windows, switch off lights, check and adjust heating controls, etc.)
- Ensuring that, as far as possible, county specifications on heating requirements are maintained.
- Taking regular readings of electricity, water etc in order to monitor use.
-

5. Caretaking Stock and Equipment

- Ensuring an adequate supply of toilet paper, paper towels and soap in all toilets and cloakrooms at all times.

- Requisitioning caretaking supplies, and checking and recording their delivery to school, within the financial remit.
- Ensuring the safe storage of all caretaking materials and equipment
- Ensuring that all caretaking equipment is maintained in a safe and functional condition, according to health/safety regulations.
- Keeping a regular stock check and keep School Business Manager informed.

6. Miscellaneous Duties:

- Ensuring that all clocks are on time and working accurately, and maintaining supply of batteries.
- As appropriate, replacing interior light bulbs and tubes.
- Reporting to the Headteacher/School Business Manager any interior or exterior faults in the fabric or fittings of the school, and recording in the Caretaker's log.
- Moving goods within the school after the unloading of delivery lorries.
- When required by the Headteacher, moving school equipment (e.g. tables, chairs and stage-blocks).
- Undertaking Handyperson duties of a remedial nature, where mutually agreed between the Headteacher and the Caretaker, taking into account the caretaking priorities of the school.
- Liaising with, and monitoring, work of grounds maintenance personnel during work times and school holiday periods. To report unacceptable or incomplete work to Headteacher.

7. Grounds maintenance

- Maintaining identified shrub borders in a clear and tidy collection and prune shrubs as necessary.
- Regularly clearing leaves, rubbish etc.
- Checking external grounds regularly for dog fouling, toadstools etc.

8. Lettings of School Premises

- As the Caretaker is responsible for security of the school at all times, by mutual agreement, he/she will undertake additional hours for the following responsibilities:

Open evenings

School fetes

Our-of-hours lettings of the school premises.

The duties may vary according to the nature of the letting, and at the direction of the Headteacher.

- The Caretaker will report regularly to the Headteacher with regard to all duties.

9. Monitoring

- To update/inform cleaner of information.
- To monitor standards of cleanliness achieved by cleaner.
- To support cleaner, where necessary.

10. Training

- To update his/her knowledge of Caretaking and Cleaning of the school by partaking in appropriate training sessions.