

JOB DESCRIPTION - Caretaker with Cleaning Duties

Brighstone CE Primary School

REPORTS TO: Headteacher / Safeguarding Lead

ACCOUNTABLE TO: Headteacher

SUPERVISES: None – but may be required to induct a new cleaning operative

PURPOSE OF THE JOB:

- The postholder carries the lead responsibility in the school for the smooth running of the premises. The school site is used both for extended curriculum activities and for community purposes by external hirers
- The postholder provides reports and recommendations, both written and oral, to the Headteacher and Safeguarding Lead to inform the relevant governor committees on his/her areas of responsibility
- The postholder is a designated keyholder of the school for emergency access to the site
- As part of the cleaning team to provide a cleaning service for a Brighstone CE Aided Primary School. Duties may include working in all types of rooms, including offices, classrooms, showers, halls, corridors, staff areas and toilets

MAIN RESPONSIBILITIES AND TASKS:

(A) Caretaking Role:

- To be registered as main key holder and first point of contact in emergency call out situations
- Check and closing windows, switching off lights after work
- Lock school daily during term time and when required during school holidays
- Ensure that the school site is secure and well maintained and repaired
- Work in conjunction with Safeguarding Lead and Headteacher to devise, manage and maintain the school's building maintenance programme, including arranging contractors to visit site e.g. security alarm, fire alarm, fire extinguishers, ensuring all fire signage is in place, door alarms are working
- Inform and assist the Headteacher and School Office with evaluation and monitoring of external contractors
- Deal with routine and non-routine waste
- To test: Emergency lighting on a monthly basis; all call points on a weekly basis; maintain the fire alarm log book and all ladder and door alarms on a monthly basis, outside play equipment on a weekly basis. Maintain a record of all of these checks
- Undertake and record flushing of infrequently used water outlets and undertake monthly water temperature checks as part of legionella management
- PAT Test all equipment regularly, as determined by the DfE latest guidelines and maintain a record of these checks

- To redecorate areas of the school, as determined by the Headteacher and Governing Body
- Site Management and general maintenance of the whole school site – including pre-school and kitchen
- Clear guttering and maintain drains
- Periodically clean windows
- Ensure outside area is safe and paths clear of any debris. Assist in monitoring grounds maintenance contractors
- Ensure school hall floor is clean and periodically polished
- To move and put together furniture and new equipment and ensure the safe removal of equipment from site e.g. to the local tip
- To undertake small scale maintenance jobs, e.g. hanging pictures, fitting shelves, small scale plumbing duties
- Work with Headteacher and Contractors proactively on all site projects e.g. building of new school areas
- Replenish janitorial supplies in toilets, soap, paper towels, toilet rolls etc
- Order new janitorial supplies with the school office

(B) Cleaning role:

Daily cleaning of a designated area of school. Duties to include the following:

- Vacuum clean hard and soft floors
- Spot cleaning of spillages
- Wipe furniture, ledges, pipes, paintwork, doors and polishing door glass
- Empty and clean bins, taking rubbish to designated collection point
- Clean toilets including sanitary fittings, urinals, hand basins, sinks and surrounds
- Mop and spray cleaning hard floor surfaces
- Wipe and polish and straighten furniture
- Periodically deep clean in school holidays

SAFEGUARDING AND HEALTH AND SAFETY

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Conduct health and safety risk assessments at the work place

POLICIES

- Aid with the publication and updating of the following policies:
 - Health & Safety
 - Fire Safety
 - Security

KNOWLEDGE, EXPERIENCE AND TRAINING

- ICT Literate
- Knowledge of the main requirements of health and safety legislation and good practice relevant to the post is essential
- Flexibility and sensitivity to the needs of a wide range of users is essential
- Evidence of a strong commitment to the school as the centre of its community is essential
- Ability to manage the school's heating and lighting system
- Monitor and maintain frontline electrical and plumbing services
- Assess requirements and plan service provision for maintenance and caretaking services
- Co-ordinate provision of supplies and equipment for maintenance and caretaking services e.g. PAT Testing, Electrical Safety etc

PHYSICAL EFFORT

- Some lifting of heavy loads is, subject to appropriate manual handling requirements, required as well as and working at height.
- Cleaning of outside windows, carpets and in some instances necessary cover of cleaning staff, as well as deep cleaning.
- A willingness to assist in school grounds projects – i.e. watering plants during the holidays, staining wood, small fixing jobs

SUPPORTING THE SCHOOL

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and Development Days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Brighstone Church of England Primary School and the Isle of Wight Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We are an equal opportunities employer and welcomes applicants from all sections of the community.

Post Holder:

Signed.....

Date.....