



SCHOOLS COMPANY

TITLE OF JOB : **SITE SENIOR CARETAKER**
LOCATION : **Central Devon Academy, Exeter**
LINE MANAGER : **School Business Manager**
GRADE : **D**

1. PURPOSE OF YOUR JOB

To co-ordinate the work of the caretaking and cleaning team to provide a clean and safe environment for users of the school buildings and grounds.

To assist the SBM in organising planned maintenance and programmes of work, liaising with contractors as required.

2. MAIN DUTIES AND RESPONSIBILITIES

SYSTEMS AND SECURITY

- (a) Carrying out security procedures for school buildings and grounds.
The routine and non-routine opening and closing of school premises and grounds as required.
- (b) Respond when school fire alarm system is set off and arrange for the system to be reset. Record all false alarms and practices in log book.
- (c) Carry out weekly call point testing and record in fire log.
- (d) Liaise with system contractors following the programme of servicing and maintenance set up by the SBM or when a fault is detected.

LIGHTING AND HEATING

- (a) Operating the heating plant in accordance with the issued instructions and endeavouring to ensure that required temperatures are maintained in school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures.
- (b) Maintaining the boiler house and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity, and Water).
- (c) Replacing light bulbs/tubes if necessary and reporting any defects in the lighting or heating systems to the Principal/School Business Manager immediately.
NB Work at high level (e.g. in gymnasium / stair wells must be carried out with a safe system of work procedure).



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CLEANING

- (a) The caretaker will be expected to perform cleaning duties when required.
- (b) All cleaning and related operations must be carried out to a safe system of work to ensure safety of staff and others.

MAINTENANCE

- (a) Drawing to the attention of the Principal/School Business Manager, any repair or maintenance work required at the school which is beyond the caretaking staff. Carry out minor or temporary repairs as directed. Directing workmen or contractors to the location of repair and maintenance work.
- (b) Carrying out routine maintenance procedures and inspection of ancillary equipment such as visual check of electrical equipment.
- (c) Liaising with the SBM and contractors over annual maintenance and inspection work, including planned works during school holidays.

SUPERVISION

Caretaker

Set priorities for daily tasks and programme of work for the caretaking and cleaning team. This will include working at other sites and during school holidays.

School Cleaners

Ensuring that cleaning work is carried out to the recognised satisfactory standard and at the frequencies laid down by the Senior Leadership Team and ensuring that all work is carried out safely.

STOREKEEPING

- (a) Taking delivery of stores, materials and other goods and safely storing them. Ensuring that adequate supplies of caretaking/cleaning materials are available.
- (b) Ensuring that caretaking and cleaning equipment used by the caretaker and cleaning staff is in safe working order and inform the School Business Manager of any defects.

EMERGENCIES

- (a) Providing safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies.
- (b) Carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first-aid equipment and facilities.



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MISCELLANEOUS

- (a) Dealing with enquiries from teaching staff, students and pupils, parents, officers and employees of the Trust, workmen, contractors and members of the public as well as the emergency services (e.g. Police, Fire Brigade, etc.) as and when required.
- (b) Conveying large delivery items to and from the point of distribution.
- (c) Arranging furniture in rooms where necessary.
Ensuring that school clocks are working and set to the correct time.
- (d) Removal of weeds from paved and tarmac areas and removal of rubbish from all areas surrounding the school ensuring that all play areas are safe for pupils use. Minimising the dispersal of rubbish around the grounds by ensuring that litterbins are emptied when necessary.
- (e) Ensure appropriate risk assessments are undertaken and up to date with the School Business Manager / Health and Safety Co-ordinator, ie, Caretaking & Cleaning; Lone Working; Working at Height.
- (f) Maintaining the caretaker's storage lockers and cupboards in a clean and tidy condition.
- (g) Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.
- (h) Signing in, signing out and completing any required paperwork.
- (i) Carrying out any reasonable instructions of the Headteacher/School Business Manager relating to the cleaning and maintenance of school premises.
- (j) Ensuring that adequate quantities of toiletries including toilet rolls, toilet paper, liquid soap, bar soap are kept in stock.
Distribute and replenish toiletries as required.

HEALTH & SAFETY

Legionella Safety

- (a) To carry out weekly flushing regime on prescribed outlets.
- (b) To carry out monthly temperature checks on specified sentinel outlets at the main and satellite provision.
- (c) Liaise with legionella testing company over 6 and 12 monthly testing.

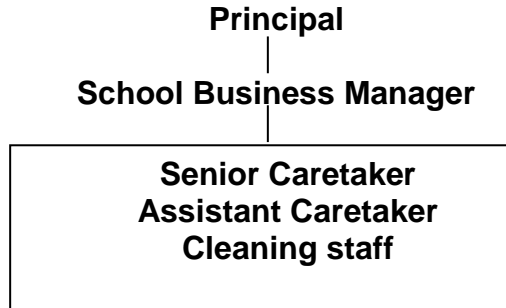
All Caretakers are required to attend periodic Health & Safety Training sessions and keep themselves informed of Health and



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Safety issues relating to the duties of the Post (An operations manual will be issued to all Caretakers.)

3. ORGANISATION CHART



4. CONTACTS

- Principal, Deputy Principal and School Business Manager
- Teaching and support staff
- Pupils and visitors (including parents)
- Building trades contractors
- Catering and cleaning staff

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in a school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Evidence of success in handyperson or DIY tasks (paid or unpaid)

7. ADDITIONAL INFORMATION

Travel to other sites will be as and when required and the postholder should manage their time effectively. Mileage will be paid at Trust rates for this travel.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.