



# Wood End Primary School

## Job Description

(November 2024)

<b>Post Title</b>	Caretaker
<b>Grade</b>	Grade 3 Point 3-6
<b>Working Hours</b>	25 hours per week 6.30am – 9.30am and 4.15pm – 6.15pm 52 weeks per year
<b>Leave entitlement</b>	25 days plus public holidays (dependent on length of service) All leave to be taken during school holidays unless otherwise agreed by the Headteacher
<b>Responsible to</b>	Headteacher
<b>Job Purpose</b>	The post holder is required to carry out, under reasonable direction, the appropriate duties in the case of the buildings and the teaching environment. To maintain the school buildings and grounds in order to provide the best possible environment to facilitate learning and support the pupils' academic and social development.
<b>Principle duties and responsibilities</b>	<p>The post holder will have an adaptable and flexible approach to the requirements of the job to suit the daily needs of the school.</p> <p>To ensure that at all times pupils, staff and others have a clean, safe and hygienic environment in which to work following the guidelines set by the LA for Health and Safety.</p> <p><b>Cleaning tasks</b></p> <ul style="list-style-type: none"><li>• Maintain a safe, pleasant, litter and leaf free environment as far as practicable</li><li>• Carry out daily cleaning of agreed areas of the school using specialist/industrial equipment where necessary</li><li>• Clean external windows (and internal windows if required)</li><li>• Ensure the inside of convector radiators are litter/dirt free</li><li>• Clean light fittings, diffusers etc.</li><li>• When required – removal of graffiti around external and internal buildings</li><li>• Monitor cleaning undertaken and inform the Head of any concerns</li><li>• Ensure that drains and gutters are clean and where appropriate disinfected</li></ul> <p><b>Maintenance tasks</b></p> <ul style="list-style-type: none"><li>• Assist in the unblocking of sinks/drains where necessary</li><li>• Replace the low level fluorescent tubes and light bulbs as necessary</li><li>• Snow clearance to main routes of access/egress as far as is reasonably practicable and salt/grit treatment of icy paths</li><li>• Maintenance of grounds, wooden fences, weeds around paths, buildings and walls. Help maintain planters, trees, hedges and flowers</li></ul>

- Ensure all boiler rooms are clean and not used for storage
- Carry out minor repairs as directed
- Keep daily checks on boilers ensuring that the school buildings are adequately heated
- Check for burst pipes and leaking radiators – arrange for emergency services to be contacted if faults occur
- Regularly check radiators are evenly heated and bleed if necessary

#### **Portering**

- Move furniture, materials and equipment to, from and within the site
- Liaise with contractors, visitors etc.
- On a daily basis check all soap dispensers, paper towel dispensers and toilet rolls – replenish all each day if required.

#### **Security of premises**

- Unlock all necessary gates and doors and check for intrusion in the building and site perimeters
- Deactivate alarms and open blinds
- Report all breaches of security and keep a log of incidents
- Be a named key holder and keep all keys safe at all times
- Be prepared to return to school out of hours in an emergency
- Lock up ensuring that all buildings and site are secured and that alarms are activated
- Ensure all lights are switched off, curtains/blinds are drawn, windows/doors are locked
- Secure all gates and access points

#### **Statutory and Compliance Checks**

- Undertake regular checks of equipment / services and record results
- Weekly tests of the fire alarm system and undertake a lift check on fire extinguishers
- Daily checks of internal and external areas and recording of results

#### **Other duties**

- Setting out and clearing furniture for assemblies and other events as required
- Removal of internal rubbish, cardboard boxes, large amounts of paper etc.
- Other duties that the Head Teacher or Deputy Head may from time to time ask the post holder to perform

#### **Training**

- Training will be given in all aspects of the job including the operation of machinery, the economical use of cleaning materials and to ensure that work is carried out in a safe and efficient manner

	<p><b>STANDARDS OF QUALITY AND ASSURANCE</b></p> <ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school and take pride in the site</li> <li>• Set a good example in terms of dress, punctuality and attendance</li> <li>• Attend and participate in staff training and team and staff meetings where appropriate</li> <li>• Comply with the Council’s Equal Opportunities Policy, Health and Safety Policy, Child Protection and No Smoking Policy</li> <li>• Appreciate and support the role of other professionals</li> <li>• Employees will be expected to comply with any reasonable request from the Head Teacher/Deputy Head to undertake work of a similar level that is not specified in this job description</li> <li>• All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning</li> </ul> <p><b>REVIEW OF THE JOB DESCRIPTION</b></p> <p>The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation at the request of the Head Teacher or post holder</p>
<b>Signed</b>	<p>Post Holder: _____ Date: _____</p>
<b>Signed</b>	<p>Headteacher: _____ Date: _____</p>



## Person Specification

### Caretaker

(March 2022)

<b>Qualifications and training</b>	<p>Essential</p> <ul style="list-style-type: none"><li>• Full, clean UK driving licence</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Trade qualification (Building, carpentry, painting and decorating)</li><li>• Relevant Health and Safety training (e.g. Manual Handling, COSHH, Fire Safety, Risk Assessments)</li><li>• Educated to GCSE standard or equivalent level 2 qualification</li></ul>
<b>Competence summary</b> (knowledge, abilities, skills, experience)	<p>Essential</p> <ul style="list-style-type: none"><li>• Good written and verbal communication skills</li><li>• Property maintenance at functional DIY level</li><li>• Ability to communicate with people at all levels</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Previous caretaking experience</li><li>• Good numeracy skills</li></ul>
<b>Work related personal qualities</b>	<p>Essential</p> <ul style="list-style-type: none"><li>• Pride in appearance</li><li>• Approachable and adaptable manner</li><li>• Reliable</li><li>• Ability to work under own initiative and to timescales</li></ul>
<b>Other work requirements</b>	<p>Essential</p> <ul style="list-style-type: none"><li>• Confidentiality</li><li>• Pride in appearance of school and surrounding areas</li></ul>