



## REDWOOD PRIMARY SCHOOL

### Job Description – Caretaker



#### Terms and Conditions of Employment

The post holder is required to carry out the professional duties assigned to the Caretaker and to follow the school's policies as ratified by the Governing Body, and School procedures and practices as specified by the Head Teacher.

#### Accountable to

The Teacher, School Business and Office Manager

#### Pay Scale

Scale D (point 7 - 9) £26,403 - £27,254

#### Hours of Work

20 hours per week, working hours to be discussed with the appointed person.

#### Job Purpose

To be responsible for the maintenance and security of the school premises and site, including security, lighting, heating, utilities, cleaning, repairs, maintenance, all aspects of the school's health and safety procedures and management of building projects and budget control. All ensuring a safe environment.

#### Duties & Responsibilities

##### Security

- Security – open up and lock up
- Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
- Act as the designated key holder for the school premises

##### Premises

- Minor maintenance, DIY and painting
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Operating heating, lighting etc
- Report major items for repair
- Oversee contractors on site
- To participate in the verification, processing and maintenance of records and documents relating to work carried out by the school
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##### Health & Safety

- Operate and regularly check systems such as heating, cooling, lighting and security (including alarms)

- Various safety checks, HASAW, COSHH etc
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
- Prioritise all health and safety projects

### **Cleaners**

- Undertake daily cleaning of site
- Be responsible for cleaning staff, their health, safety and welfare and indirectly for all users of the premises who are entitled to a safe and secure environment
- Checking cleaning work is at the required standard and completed on time – direct supervision as necessary

### **Other Duties**

- To control the provision of toiletry items, light bulbs and cleaning materials for cleaning staff and midday supervisors
- Monitor stock and order supplies
- Undertake general porter duties, including moving furniture and equipment within the school
- Use of ladders/stepladders
- DIY use of tools
- Ensure protective clothing/equipment is worn as appropriate
- Working closely with the Site Manager from our Federated school Redwood Primary School.
- Attend Redwood Primary as and when needed.

This job description will be reviewed annually by the Head Teacher. Any variation will be agreed via discussion with the post holder and the Governing body.