



## Newburgh Primary School ~ Job Description for School Caretaker

These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

This job description may be amended at any time following discussion between the Headteacher/School Business Manager and member of staff, and will be reviewed annually.

### Main Purpose

Responsible to the Headteacher or School Business Manager for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

- Works under broad direction and laid down procedures.
- Responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment.
- Has a responsibility for undertaking minor or temporary maintenance and repairs.
- Supports the School Business Manager with supervising cleaning staff.
- Establish positive relationships with all key stakeholders including but not limited to staff, students, governors, parents, contractors and wider community users.
- Contribute to the school's statutory duty to safeguard and promote the welfare of children.

**Responsibility for others:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health & safety).

**Responsibility for staff:** The post supports the School Business Manager to supervise cleaning staff, check work, instruct, train and support a small number of staff.

**Responsibility for budget:** The post has no or limited direct responsibility for financial resources other than occasional handling of small amounts of cash and invoices relating to credit card transactions.

**Responsibility for Physical Resources:** This post has considerable responsibility for maintenance, cleaning and repair of a range of equipment or buildings and / or responsibility for security of buildings.

### Specific Responsibilities:

#### Security:

- Carrying out security procedures for the school buildings and grounds.
- Opening and closing the school gates at key points during the day and setting and un-setting the school alarm system as required.



- Routine and non-routine opening and closing and security of premises and grounds.
- Complete a daily visual check on arrival of the integrity of the site, checking for vandalism or damage and report any security risks identified.
- Locking of all windows and doors, closing blinds at the end of each day and take action to prevent trespass on the premises.
- Ensure unauthorised parking of vehicles does not occur.
- Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.
- Support the School Business Manager with implementation of the school's Security Risk Assessment.

**Maintenance:**

- Ensure the site is maintained and fit for purpose.
- Carry out minor maintenance work and repairs.
- Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of school site staff.
- Check for and report damage as appropriate.
- Direct contractors to sites of repair and maintenance work.
- Inspect work of contractors where it needs to be signed off.
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available.
- Carry out frost precaution procedures.
- Carry out procedures in the event of a fire, flood, breaking and entering, accident or major damage.
- Provide emergency access in the event of snow or minor flooding or similar emergency situations.
- Ensure outside areas (including play areas and paths) are free from litter and leaves. Sweep playgrounds and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds, car park and entrance and exit paths.
- Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary. Disinfect drains and dustbins regularly.
- Ensure that caretaking and cleaning equipment is in a safe working condition.
- Undertake routine painting and redecoration as required.
- Be a point of contact for all staff queries, encouraging staff to complete a defect report for any defects of building, furniture, fittings and equipment.
- Assist the Grounds Maintenance contractor to ensure maintenance of the school grounds is kept at a consistent high standard, including the removal of weeds across the school site.
- Make safe any hazards and ensure that the area is cordoned off.

**Cleaning:**

- Supports the School Business Manager with supervising cleaning staff.
- Ensure the premises and furnishings are cleaned in accordance with the school's/authority's standards, including supervising, organising and appraising the work of cleaning staff.
- Carry out regular cleaning inspections and maintain a log sheet.
- Provide cleaning cover when absences occur to support the team.
- Ensure floors are stripped and retreated at appropriate intervals.
- Order cleaning materials and equipment as required ensuring best value.
- Maintain time sheet and fill in claim forms.
- Deep cleaning during school holidays as per schedule.
- Adhere to COSHH regulations.
- Empty internal rubbish bins daily and work with pupils on recycling initiatives.
- Ensure a high standard on cleanliness is maintained in the staff room at all times.

**Stock:**

- Receive delivery of stock, materials etc., and ensuring appropriate storage.
- Take responsibility for ensuring daily milk deliveries are stored promptly and taken to classrooms at the requested times.
- Ensure adequate supply of cleaning materials, light bulbs, grit and other supplies required by the premises team placing orders as necessary.
- Maintain high standards when storing stock in cupboards across the school site ensuring compliance with Health & Safety legislation.
- Manage the schools paper stock ensuring stock is available at printers and notify the admin team when stock is low.
- Replenish stock across the school.

**Lettings (as required):**

- Prepare for after-school/weekend activities and ensure accommodation is prepared for normal school use.
- Undertake school lettings in accordance with the lettings procedures.

**Other:**

- Assist Senior Leaders with fire evacuations and lockdowns and support termly fire drills.
- Recycle in accordance with Newburgh's Climate Action Plan and support the implementation of the action plan.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as requested by the School Business Manager.
- Move equipment and resources and rearrange furniture as required for celebration assemblies, special school events, PTA events, meetings, training, classroom changes, visiting workshops and performances.
- Regular fire alarm checks including weekly testing of call points.



- Comply with Water Hygiene and weekly flushing of infrequently used outlets.
- Analyse water temperatures taken by external contractor and arrange for remedials where required.
- Assist with safe and effective pest control especially in high risk areas such as bin stores and sheds.
- Assist the senior leadership team in undertaking risk assessments and ensure control measures are implemented and monitored.
- Maintain confidentiality at all times.
- Be aware of and comply with school policies, procedures and legal requirements (e.g. Child Protection, Equal Opportunities, Health & Safety, Data Protection, Confidentiality) contributing to their development as appropriate and reporting concerns.
- Read and keep up to date with the school's Health and Safety Policy, Arrangements and Risk Assessments relevant to your role.
- Participate in training, learning and school development activities.
- Attend and participate in relevant meetings as required.
- Attend annual statutory training on Safeguarding, Health & Safety, Fire Awareness and GDPR.
- Participate in an annual review and through the process, review achievements, training needs and areas for development.
- Read and keep up to date with, and show an understanding of 'Keeping Children safe in Education' in day to day practice.
- Agree to follow and be familiar with the appropriate use of Newburgh's ICT agreement, Staff Code of Conduct and Social Media Policy.
- Any other duties commensurate with the grading of the post and deemed responsible by the headteacher and School Business Manager.

**Qualifications/Training and Likely Abilities:**

- Be aware of and understand the Authority's regulations e.g. Health & Safety at work and COSHH guidelines
- Literacy skills to complete forms and orders, write instructions, understand and follow H&S and COSHH instructions
- Numeracy skills to check goods, carry out stock control and undertake calculations
- Able to carry out procedures, routines and follow instructions
- Able to operate cleaning equipment, machinery and tools and undertake basic maintenance
- Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork) to make safe.
- Understand basic administrative systems (lettings, time book, extra hours, maintenance, hotline, ordering)
- Understand and be familiar with the layout and organisation of the school and its site.
- Display commitment to the protection and safeguarding of children and young people.
- Value and respect the views and needs of children.
- Able to supervise and train premises staff, as appropriate.
- Able to take initiative and be proactive



- Can solve straightforward problems, respond to unforeseen circumstances (e.g. hazards, accidents etc.).
- Previous experience in caretaking or related field