

## **JOB DESCRIPTION**

**JOB TITLE: Caretaker/Maintenance/Cleaner**

**SCHOOL/LOCATION:**

**All schools within the United Schools Trust, based at Kingsteignton School**

**RESPONSIBLE TO:**

**The Principal/Chair of Trustees/Senior Site Manager USF**

**GRADE: C**

**HOURS OF WORK:** 20 (with the possibility of additional overtime for particular projects or when the school is hired evenings, weekends and holidays and the likelihood that hours will increase as the school grows).

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### **Job Purpose:**

To provide for the efficient cleaning, maintenance, safety and security of the school and the grounds at all times.

### **Duties:**

The Caretaker will:

- apply all security procedures for the school's buildings and grounds;
- arrange for both routine and non-routine opening and closing of the school's buildings and grounds;
- ensure that the school's premises and furnishings are cleaned in accordance with the LEA's standards;
- clean the Caretaker's designated areas to LA cleaning specifications;
- carry out minor or temporary repairs, as necessary;
- draw the attention of the Principal/Senior Site Manager to any necessary repair or maintenance work that is beyond the competence of the caretaking staff;
- direct contractors and workmen to repair or maintenance jobs, if appropriate;
- advise appropriate staff of the cleaning materials order within a prescribed budget;
- maintain the caretaker's time book;
- be aware of Health & Safety and COSHH regulations;

- carry out weekly and monthly fire-point and water safety tests as appropriate as part of the health and safety checks
- carry out emergency procedures in the event of a fire, flood, break-in, accident or major damage;
- provide for emergency access to the school when necessary;
- grit and salt paths/playground on icy mornings, and make a record of this;
- take appropriate action to prevent trespass on the school grounds, and record incidents of trespass or vandalism;
- prepare for after-school activities, and ensure that the accommodation is ready again afterwards for normal school use;
- ensure that all playing areas and paths are litter free;
- inspect all drains and gullies to ensure that they are free-flowing and clean, and that any defects are reported;
- check and store cleaning supplies delivered to the school;
- ensure that adequate supplies of janitorial materials are available;
- ensure that equipment is in a safe and working condition.