

Job Description

Caretaker

Duties and Responsibilities:

Maintenance

- Ensure a weekly check of all key areas of the school including all necessary checks regarding heating, lighting, fire alarms and water as directed by the Senior Caretaker ;
- Make safe any hazards and ensure that the area is cordoned off;
- Noting, monitoring and reporting any defects in the school building to the Senior Caretaker and dealing with as appropriately if it is possible;
- Monitor the work of contractors working on site as required.

Grounds Maintenance

- Keep all hard surfaces looking presentable and free of moss, weeds and graffiti;
- Sweep the external courtyard areas, removing any litter and debris, ensuring external rubbish is stored appropriately at both premises;
- Disinfect drains and dustbins regularly;
- Ensure that where there is a hazard that all staff are made aware promptly, the area is cordoned off and the hazard is made safe;
- Keep all entrances free of obstructions, ice and snow to ensure the safety of pupils, parents, staff, visitors and members of the public;
- Keep storerooms and storage areas appropriately organized for safety, hygiene and easy access;
- Check emergency and fire evacuation routes removing any obstructions to exits.

Security

- Opening and closing, unlocking and locking of school gates and buildings;
- Open and close the school for evening use at times arranged by the Senior Caretaker;
- Act as a Key Holder and be a point of contact in an emergency call-out situation;
- Overall security of the school premises including the locking of all windows and doors and the drawing of window blinds;
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends;
- Security Mark new equipment.

General

- Upkeep and general care of the school;
- Unlocking and re-locking bins in preparation for pick-up;
- Ensuring that external rubbish is stored appropriately;
- Cleaning and tidying of the internal school building in designated areas - as per plan during the school day as necessary;
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls (This list is not exhaustive, but an example);
- General portering duties and moving of furniture;
- Assisting teaching staff with simple tasks as requested;
- Lettings as required - opening, closing and general duties;
- Preparation of Halls for functions as required;
- Receive and check goods and supplies and take them to the appropriate place for storage;

Transport

- Drive minibus as required

Any other work requested by, and deemed appropriate by the Senior Caretaker or Bursar.

Hours of Work

Hours: 7.15am – 6.00pm (term time – 34 weeks of year)
7.45am – 5.15pm (school holidays)

Salary

£20,000 - £22,500 p.a. depending on experience

Holiday Entitlement

25 days per year plus bank holidays.