



# Greenvale Primary School

## Caretaker Job Description

(This job description can be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually on appraisal)

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>- Maintain a clean, safe and secure school premises which includes buildings and grounds.</li> <li>- To carry out cleaning, handyman activities, routine maintenance and refurbishment, portage and minor repairs.</li> <li>- To ensure the security of premises and contents including the operation of fire and burglar alarms and key holder responsibilities.</li> <li>- To undertake any other tasks as may be reasonably required by the Headteacher or staff.</li> <li>- To be available, when required, for lettings and events of the premises outside normal school hours.</li> <li>- Promoting health &amp; safety around the school.</li> </ul>
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### Main Duties and Responsibilities

In addition to all the above statements, the following must also be undertaken:

<b>SECURITY OF PREMISES</b>	<ul style="list-style-type: none"> <li>- Maintain the security of the school premises as a key holder by locking/unlocking the premises as required, including out of hours when necessary</li> <li>- Check all windows &amp; doors are locked &amp; lights are out before locking up each night</li> <li>- Set security alarm systems and report any potential security breaches</li> <li>- Ensure access to premises is available to persons carrying out work, making deliveries, etc as and when appropriate</li> <li>- Advise the Headteacher or School Business Manager on all matters relating to school security and safety</li> </ul>
<b>MAIN DUTIES</b>	<ul style="list-style-type: none"> <li>- Maintain the general school premises by carrying out general maintenance tasks (e.g. painting, minor repairs, carpentry work)</li> <li>- Carry out portage duties such as taking in and moving deliveries, moving furniture and/or equipment</li> <li>- Set up activities throughout the year such as parent events in the school hall, school fairs and sports day</li> <li>- Carry out a safety sweep each morning, litter picking and disposal of waste</li> <li>- Ensure tools and equipment are maintained and stored safely</li> <li>- Assist the cleaner in charge with daily cleaning</li> <li>- Pursue personal development of skills &amp; knowledge necessary for the effective performance of the role</li> <li>- To promote the safety &amp; well-being of pupils and to have shared responsibility for the safeguarding &amp; welfare of children</li> <li>- To establish &amp; maintain a constructive working relationship with colleagues</li> <li>- To adhere to all policies &amp; procedures set out by the school</li> <li>- To participate in school-based meetings as appropriate</li> <li>- To conduct oneself in a professional manner at all times</li> <li>- To plan &amp; prioritise work and respond flexibly to changing demands &amp; circumstances</li> <li>- To carry out any other duties which fall within the broad spirit, scope &amp; purpose of the job description as advised by the Headteacher and School Business Manager</li> </ul>
<b>HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li>- Ensure a safe working and learning environment in accordance with relevant legislation</li> <li>- Carry out and record regular health and safety checks, including legionella risk, play equipment, safety equipment and any hazards on</li> </ul>



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	<p>school premises; report any problems to the School Business Manager</p> <ul style="list-style-type: none"> <li>- To ensure safe usage &amp; storage of equipment &amp; materials in accordance with COSHH guidelines</li> <li>- Provide safe access to the school site in adverse weather conditions</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	Personally be responsible for inclusion & equal opportunities awareness & ensuring that the post holder is aware of, & carries out, the provisions contained in the Equality & Diversity Policy
<b>SAFEGUARDING CHILDREN</b>	<p>The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding experience (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.</p> <ul style="list-style-type: none"> <li>- Be committed to the safeguarding and promotion of the welfare of children and young people</li> <li>- Comply with the policies and procedures relating to child protection, health &amp; safety, security in the school working environment</li> </ul>

<b>PERSON SPECIFICATION</b>	<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	Previous work as caretaker or related experience	X	
	Knowledge and experience of building maintenance	X	
	Basic DIY skills	X	
	Experience working in a school setting		X
	Knowledge of cleaning systems		X
	Appreciation of Health & Safety matters	X	
	Understanding of COSHH regulations		X
	Good communication skills	X	
	A flexible approach to work	X	
	Ability to manage time effectively	X	
	Energy & enthusiasm	X	
	Ability & willingness to take direction & follow school procedures	X	
	Ability to act on own initiative	X	
	Commitment to training	X	
	Commitment to maintaining confidentiality at all times	X	
	Commitment to safeguarding, equality and inclusion	X	
<b>Physical requirements</b>	Be reasonably fit to carry out the duties of the job	X	
	Able to carry out some manual handling and lifting	X	
	Able to carry out work at height levels using appropriate equipment and undertaking relevant training	X	

**Note:**

*Duties will vary between term time and school closure periods.*

*All duties must be carried out within the codes of practice of the Greenvale Primary School Health and Safety Policy. A copy of this can be found in the main school office.*