**JOB DESCRIPTION**

Job title: Caretaker

Reports to: School Business Manager - Head Teacher

**Personal Requirements:**

A hard-working, honest, dependable, self-motivated person to act as school caretaker/cleaner and school cleaning supervisor, willing to uphold the ethos and support the aims and values of St Michael’s Academy.

**Duties and Responsibilities:**

**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 Headteacher
* Monitoring and administering CCTV system
* Un-setting and setting of school alarm system
* Should security company key holders require it, responding to, and resetting of, the school alarm, liaising with the police and alarm company
* Checking and securing the school premises subsequent to out of hours intruder alarm activation, if security company key holder require assistance
* 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.

**General**

* Returning to school between shifts if required
* 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
* Cleaning of internal glass, internal and external door glass and internal side of external windows
* Cleaning of external windows at ground level
* Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
* To empty internal communal rubbish bins daily and work with pupils on recycling initiatives.
* Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of toiletries is carried out
* 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) Appropriate painting and redecoration.
* General porterage duties and moving of furniture
* Assisting teaching staff with simple tasks as requested
* Checking damage/security every morning on arrival at the premises
* Lettings as required - opening, closing and general duties
* Preparation of Hall for functions as required
* Receive and check goods and supplies and take them to the appropriate place for storage, if required
* Ensure that all refuse is disposed of promptly and stored away from the main building
* Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet
* Ensure that clear passage is maintained on fire escape routes
* Test fire alarms weekly. Maintain test register
* Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level
* Report any defects of building, furniture, fittings and equipment to the School Business Manager and Head Teacher.

**Grounds Maintenance**

* Regular check of roofs for pooling, loose tiles, plant growth etc.
* Clean roller shutters, soffits, bargeboards and external lights
* Keep all hard surfaces free of moss and weeds
* Disinfect drains and dustbins regularly
* Make safe any hazards and ensure that the area is cordoned off
* Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

**Management**

* Be responsible for ordering cleaning equipment using the purchase order system, liaise with the Finance Team
* Noting, monitoring and reporting any defects in the school buildings to the School Business Manager and Head teacher.
* Produce a Termly report for the Head teacher and Governors re: Health and Safety issues and Building Maintenance
* To serve on the Health & Safety Committee as required
* Monitor the work of contractors working on site
* Supervision of cleaning staff and monitoring of cleaning standards and support the cleaning team with daily school clean
* Assist in the appointment and interviewing of cleaning staff
* Compilation of work duties and rotas of cleaning staff
* Completion of daily premises walk

• Regular reviews of fire extinguisher signs and fire exits

• Termly fire drill test in conjunction with Head Teacher

• Liaise with School Business Manager regarding annual PAT Testing

**Heating, Lighting and Water**

• The switching off of all lights and appropriate electric plug sockets

• Regular emergency lighting testing

• Ensure that all lights and heating are working effectively

• Turning off and on of auto-flushing units each evening and morning respectively

• during school time and holiday periods

• Read Gas, Electric and Water metres as required

• Monitoring and setting of heating controls and boilers

• Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.

• Ensure that the boiler house is tidy and that no flammable material is stored there.

• Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.

• Any other work requested by, and deemed appropriate by, the Head teacher and Governors by agreement with the caretaker

**DBS:**

A satisfactory Disclosure and Barring Service check will need to be returned prior to commencement of employment. An essential work plan and timetable, will be issued subsequent to appointment.

**Hours of Work:**

The working week will be 35 hours per week during school time, plus inset days and 4 weeks during the school holidays to be agreed with School Business Manager and Head Teacher

**Weekly Working Hours during school time:**

Monday to Friday: 7am-11.30am and 3pm-5.30pm

**Notice period:**

A minimum of four weeks’ notice should be given by staff terminating employment.