



Knights Templar Community Church School and Nursery

Work at it with all your heart

Head Teacher: Mrs Laura Weaver, BA Hons QTS

Job Description – Caretaker

School: Knights Templar Community Church School

Job Title: Caretaker

Accountable To: Head Teacher and Governors

Caretaker:

- Undertake daily safety checks of school and grounds.
- Provide advice on daily maintenance issues.
- Undertake some maintenance/decoration/minor repair duties to buildings, furniture and grounds.
- Secure and open the building to standards defined by school and LA security advice.
- Conduct groundwork required at the school, conduct basic maintenance to machinery to ensure safety.
- Clean the external areas of the school and ensure a safe and clean environment for pupils.
- Ensure electrical checks/fire, safety and security checks are carried out as part of the routine established.
- Complete the appropriate documentation for purposes of Health and Safety monitoring including COSHH.
- Clean the school (internally and externally) to the appropriate specification as indicated by school/LEA and Health and Safety requirements.
- Be part of the swimming pool maintenance team (see below)
- Carry out other associated duties reasonably assigned by the Headteacher.

As part of the school community, follow the school's policies on safeguarding, health and safety and staff code of conduct.

Specifics:

- Premises health and safety checklist .
- At least half termly: clearing of gutters, sweeping outside pathways and edges to keep clear of mud and leaves, fans, blinds, office surfaces and other areas to ensure a clean environment.
- Yearly: cleaning of all windows, doors, rafters, deep clean carpets.

Jobs at this level:

- Work within described procedures, but needs to respond to day to day problems, which will involve giving advice and guidance and/or assistance.
- Correct decisions will be from a range of established alternatives relating to their work, and which may have some but limited effect on the school operation.
- Usually a physically demanding job with frequent instances where manual handling techniques need to be deployed to reduce risks of physical injury.
- Need to be able to operate a range of readily understood rules, and procedures or techniques.

Swimming Pool:

- Under the direction of the Pool Manager:
- Keep log of temperatures, water quality, etc
- Test water every day.
- Maintenance as required.
- Undertake necessary training.
- Be aware of health and safety issues related to the pool.

Training:

- Attend statutory training courses as required for the post; Safeguarding and Child Protection, PREVENT and First Aid.

Safeguarding:

- Recognise the moral and statutory responsibility to safeguard and promote the welfare of children.
- Provide a welcoming and safe environment where children are valued and respected.
- Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance.