



ST MARY'S CATHOLIC HIGH SCHOOL (ACADEMY TRUST)

Job Description

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| <u>Post:</u> | Caretaker |
| <u>Grade:</u> | Grade 4 Scale point 3 |
| <u>Responsible to:</u> | HR & Premises Manager Director of Business and Finance Headteacher |
| <u>Responsible for:</u> | Cleaner/Caretaker |

Safeguarding

St Mary's Catholic High School is fully committed to safeguarding and promoting the welfare of its students. All members of staff will be vetted according to established procedures. All members of staff will familiarize themselves with the school's child protection and safeguarding guidance and procedures and act accordingly.

Post objective: To provide efficient and effective caretaking support to the School including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that working systems operate at optimum efficiency.

Other considerations: The caretaker will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Duties and Responsibilities:

- 1 To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the HR & Premises Manager.
- 2 To be responsible for maintaining the security of the premises and its contents in accordance with the school's current requirements.
- 3 To clean light fittings and to test highlighting systems regularly replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- 4 To clean and maintain air conditioning units including kitchen.
- 5 To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc and clean up spillages as required.

- 6 To ensure that gullies, drains etc are kept free from debris and that the school and grounds are litter free.
- 7 To be responsible for ensuring clear and safe pedestrian access in the school particularly in adverse weather conditions (eg snow clearing, gritting)
- 8 To dispose of waste materials in a safe, hygienic manner, ensuring that it is available for collection as required.
- 9 To undertake portorage tasks as required including setting up and clearing away furniture.
- 10 To undertake handy person duties as directed by the HR & Premises Manager – as outlined below:-

Painting and Decoration - blotting out graffiti, making good paintwork, varnishing etc.

Joinery - First line maintenance of fixtures and fittings, examples, tightening screws or window hinges, doors and door handles. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings, eg replacing locks, minor repairs to furniture replacing door and window catches. Minor improvements such as the erection of shelves, display and notice boards.

Plumbing - Unblocking sinks, traps and waste pipes. Adjusting and re-washing taps.

Internal glazing - Remedial action after break-ins, for example boarding up broken windows. Re-glazing internal windows.

- 11 To control the provision of toiletry items including requisition, storage and distribution of such items.
- 12 To monitor stock levels of consumable items such as grit, toiletries, light bulbs, tubes and cleaning materials and arrange to replenish supplies in accordance with current procedures.
- 13 To maintain appropriate records including intruder alarm, log book, weekly fire alarm log book, Legionella records, repair orders, heating system record book, electricity, gas and water meter records.
- 14 To report emergencies in the case of faults with gas, electric and water supply to the HR and Premises Manager or where not immediately available to the Director of Business and Finance and then appropriate services. To report minor faults on site to the HR and Premises Manager.
- 15 To attend to, where necessary, personnel visiting the site, such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.
- 16 Liaising with the HR and Premises Manager where appropriate to ensure effective operation of the cleaning, including the provision of relief cleaning.
- 17 To carry out staff training as necessary.
- 18 To organise and undertake on a pre-planned basis the stripping, re-sealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday periods.

- 19 To clean the internal face of external windows and other internal glass within the limitations of safe working practices.
- 20 To maintain a log of portable electrical equipment, in accordance with the electrical testing carried out by a specified contractor. To undertake visual checks of portable electrical equipment used by caretaking/cleaning staff in accordance with the Electricity at Work Act.
- 21 To return to the school outside of normal hours to deal with school functions and/or emergency situations, as and when required.
- 22 To comply with the requirements of the school's Health and Safety Policy, other relevant legislation and other school policies.
- 23 To understand and comply with the school's Equality Policy.
- 24 To carry out any other reasonable duties within the overall function of the job.