



## **Wavertree CE School**

### **Job Description: Caretaker**

#### **Job details:**

**Job title:** Caretaker

**Salary:** Grade 4 spinal column point 9 -17 £24122 - £27919

**Hours:** 30 hours Split shift **7am to 10 am 3:15pm to 6:15pm** (Flexibility required for school holiday closures).

#### **Main purpose**

The Caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Liaise with external school cleaning staff
- Promoting health and safety around the school

All other aspects of site management, such as supervising external contractors when completing work on site

#### **Duties and responsibilities**

##### **General duties**

- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to Headteacher/ Business Manager
- Carry out small repairs and DIY projects
- Advise on site development projects and make recommendations on site use

##### **Cleaning**

- Carry out ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Liaise with external cleaning company to arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Order relevant cleaning products

## **Security**

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher/school business manager on all matters relating to school security and safety

## **Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to Headteacher and Business Manager
- Provide safe access to the school in cold weather conditions e.g. gritting paths

## **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.