**Cotton End Forest School**

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**JOB DESCRIPTION**

**JOB TITLE:** Caretaker

**RESPONSIBLE TO:** Headteacher/Facilities Manager/Site Agent

**JOB PURPOSE:** To keep the school functioning, particularly in respect of:

 Security of premises

 Heating and Lighting

 Cleaning

**Main duties and responsibilities**

**Security of premises**

1. Ensure that the school is open for staff and pupils each school day.
2. Ensure that the school is open to persons who have hired the premises for private or the Authority’s use.
3. Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
5. Carry out any necessary duties incurred with burglar alarm systems where fitted.
6. Check regularly that fire extinguishers are in place and that hose reels work.
7. Undertake the responsibility of keyholder and where possible nominate a deputy to cover for periods of absence.

**Heating and Lighting**

1. Ensure that the school is up to the required temperature by 8.45am each school day.
2. Switch off fan-heaters and radiators etc if the day temperature should rise, after consultation with the Headteacher.
3. Ensure that adequate stocks of fuel are always to hand.
4. Keep boilers clean as per instructions and keep boiler-house clean and tidy and undertake regular checks.
5. Ensure that flammable materials are stored appropriately
6. Replace light bulbs and tubes as required, applying appropriate health and safety regulations.

**Cleaning of premises**

1. Supervise and support cleaning work in designated areas, where applicable, and ensure that the whole school is cleaned using approved and appropriate materials.
2. Keep a check on cleaning materials for economy reasons and order fresh supplies in time to avoid shortages.
3. Undertake the inspection of toilets, urinals, showers etc and replenish soap and toilet paper as required.
4. Ensure that the playground, paths and all hard areas are kept clean and tidy of leaves, litter etc and all drains and gullies are kept clear and free flowing.

**Other duties**

1. Supervise cleaning staff on a daily basis and organise the cleaning work in the whole school or monitor the cleaning contract where appropriate.
2. Take delivery of stores and materials, making arrangements for storing them and undertake general porterage duties.
3. Ensure that all caretaking equipment is clean and in good working order and that caretakers/cleaners’ storage lockers and cupboards are clean and tidy.
4. Carry out normal supervisory/inspection duties as appropriate, maintaining a good working atmosphere.
5. Plan the work allocation of self and cleaner.
6. Inform the Headteacher if the work of any cleaning staff or contractor is not up to standard.
7. To supervise contractors on site, checking credentials including appropriate insurance validation.
8. Provide access to the school in the event of snow or minor flooding.
9. Maintain an inventory/asset management file
10. Carry out reasonable instructions of the Headteacher.
11. Draw attention of Headteacher to any repairs and maintenance work required.
12. In liaison with Headteacher to devise and implement an annual maintenance programme
13. Carry out minor or temporary repairs.
14. Take responsibility for Health and Safety checks around the school and inform Headteacher of any issues arising from this.
15. Be aware of and adhere to all Borough Council procedures on health and safety, including asbestos procedures. Fulfil the health and safety monitoring procedures that form part of the school’s health and safety policy and where required to be a member of the school’s Health and Safety Committee. Work with the Governor of the school responsible for Health and Safety.
16. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the school and/or the Borough Council.
17. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
18. Undertake any other duties of a similar level and responsibility as may be required from time to time.