

TRINITY 1ST SCHOOL
JOB PROFILE - CARETAKER

Caretaker's responsibilities to include:

1. Security

The security of the entire school site, including all buildings etc. This to include unlocking and locking of the whole school building and perimeter gates. Call out duty is included.

2. Heating

Ensure that the premises are adequately heated according to the needs of the school. If necessary, action must be taken to see that any faults that occur in the heating system are remedied either by reporting them to the school office or if appropriate, taking relevant direct action ie resetting time clocks/trip switches, or radiator valves etc.

All maintenance will be carried out by a qualified heating contractor/engineer.

3. Lighting & Electrical

To ensure that these systems are working properly throughout the school buildings and grounds. Any maintenance required (other than replacing light bulbs or fluorescent tubes) should be carried out by a qualified electrical contractor/engineer.

4. Water Supply

To ensure that all plumbing is functioning properly at all times. Any malfunctions to be reported immediately.

5. Energy Conservation

Turn off any water taps or lights, which may have been accidentally left on. Be observant for any wastage of heat (eg radiators left on in a room with the window left open). Take appropriate action.

6. Safety

Whilst the caretaker is not necessarily the school Safety Representative, he/she will at all times be prepared to rectify any situation that he/she considers to be a safety hazard eg broken windows, fencing, slippery floors etc.

7. Pathways/Access Ways/Playgrounds & Play Equipment

Keep these in a safe and clean/litter/leaf free condition by sweeping etc when necessary. Carry out the daily checks on playground equipment. In icy conditions, use rock salt/sharp sand (as appropriate) on outside entrances and on walkways. Clear snow away from access ways as necessary.

8. Drains & Gullies

To ensure that these are kept cleaned out as necessary.

9. Ventilation

To ensure that premises are properly ventilated both before and after daily use.

10. Fire Safety Systems and Health and Safety checks

To carry out weekly checks on fire alarm break glass call points. Monthly checks on emergency lighting and firefighting equipment (eg fire extinguishers/blankets etc) Legionella checks and Play Equipment checks.

11. Lettings

To service evening/weekend Lettings and use of the premises in accordance with the existing Lettings Policy on up to 3 occasions per week if required.

12. Maintenance

To ensure that the building itself is maintained to a good repair, by drawing the office's attention to any matter that may be observed. It is not unreasonable to expect the Caretaker to undertake small minor repairs, subject of course to his/her ability or competence to do so and the time allocated.

13. Porterage

To carry out general Porterage duties as directed by the school office ie bringing in fruit, milk, deliveries etc.

14. Other Duties

To carry out other Caretaking duties as may be required by the Headteacher/school office.