



Caretaker Job Description

St Pancras is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

GRADE: 2 (Points 3-4)

RESPONSIBLE TO: Office Administrator

PURPOSE OF JOB:

To ensure the security, care and availability of the school building, furniture, fittings and equipment; to ensure a satisfactory physical environment and to promote the efficient use of the School's assets to support the education objectives of the school.

MAIN RESPONSIBILITIES:

1. Responsible for ensuring the building and contents are secured.
2. Provision of access to the building (and grounds) to authorised persons at all reasonable times.
3. Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
4. Carrying out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson.
5. Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
6. Monitoring and operating costs of the building and associated resources.
7. Porterage duties as required and particularly the laying out of the furniture and other equipment for timetabled activities without direct instruction.
8. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Office Administrator.

9. Planning the work allocation of himself/herself and, as applicable, his/her deputies and direct labour cleaners to meet the requirements of the school, and carrying out normal supervisory duties.
10. Monitoring the standards of cleaning of the building.
11. Maintaining regular contact with the staff of the school.
12. Where applicable, carrying out some cleaning work, generally using machinery, as allocated.

Job Activities

1.
 - a) Plan in conjunction with the Office Administrator and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
 - b) Maintain a register of keys issued on the instructions of the Office Administrator.
 - c) Requesting unauthorised users of the site to leave; calling for the attendance of the Police is necessary (in accordance with agreed guideline).
 - d) Specific duties are as follows:
 - a.m. Unlocking of gates and entrance doors and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of windows as might be required.
2. Providing such access to the school as may reasonably be required outside the normal hours of opening, including in the event of flood, snow or similar emergencies.
3.
 - a) Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
 - b) Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified).
 - c) Drawing the attention of the appropriate authorities, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the school's staff.

- d) Directing workmen and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- e) Replacement of light bulbs, fluorescent tubes, etc.
- f) Carrying out routine procedures and inspection of ancillary equipment, eg. pumps, batteries, window blinds etc.
- g) Ensuring all caretaking (and, where applicable, cleaning) equipment is in a safe clean and working condition.
- h) Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.

Note The Caretaker's direct activities are limited to situations where safe access can be obtained, and suitable tools are available.

- 4.
 - a) Ensuring that adequate supplies of fuel are available, ordering further stocks when required.
 - b) Monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
 - c) Taking steps to reduce energy consumption and in conjunction with the Head promoting the awareness of other school staff concerning energy conservation.
- 5.
 - a) Following the procedures laid down for the monitoring of the operation costs of the building and associated resources.
 - b) Maintaining records of consumption of a standard list of consumable items, and of expenditure on a further range of items.
 - c) Examining the levels of expenditure indicated by the computer tabulation provided periodically.
 - d) Identifying areas of excess cost and taking appropriate steps to rectify the situation, by direct action where this is possible, or in conjunction with the Office Administrator.
- 6.
 - a) Preparing for school and after-school activities, clearing and (in specific circumstances cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
 - b) Laying out and stacking of chairs, desks, tables, etc. movement of these within the school. Including setting out furniture for examinations.

- c) Taking delivery of stores, materials and other goods; storing and/or moving them within the school is required.
 - d) Dispatch of goods from the school.
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- a) Attending to such duties appertaining to the premises as may occur from time to time.
 - b) Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage.
 - c) Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish. Draw the attention of the supervisor of grounds maintenance to problems of litter on grounds.
 - d) Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness and dustbin areas.
 - e) Emergency cleaning in the absence of cleaning staff, eg. spillage's of paint, children being sick, etc.
 - f) Replenishment of soap, toilet rolls and towels.
 - g) Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions regulations.
 - h) Dealing with instructions received from the Office Administrator or his authorised representative in accordance with the School's regulations concerning the letting of the school premises and carrying out such duties as may be required.
 - i) Carrying out the reasonable instructions of the Office Administrator.
- 8.
- a) Planning the work allocation of himself/herself, his/her deputies and where applicable, the cleaners, subject to the requirements of the Office administrator and the guidance of supervisory staff.
 - b) Giving guidance to his/her deputies and where applicable, instruction to cleaners in all aspects of their work.
 - c) Carrying out normal supervisory duties, eg. maintaining a good working atmosphere and encouraging team spirit, ensuring good time keeping, dealing with grievances and problems and seeing that work is done correctly.
 - d) Assisting, when necessary, the Office Administrator with the recruitment of deputies and cleaning staff.

- e) Distributing wages where applicable.
 - f) Making out such work record and other documentation as may be required.
9. Where there is under his/her control, ensuring that the school premises and furnishings are cleaned in accordance with the School's standards and methods.
10. a) Seeking guidance of the Office administrator when appropriate.
- b) Maintaining the closest possible communications with the Office administrator and staff of the school and ensuring an up-to-date knowledge of the needs which will arise in connection with planned activities in the school.