



All staff are expected to support the Catholic ethos of the school and to work within the spirit of the school's Mission Statement. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CARETAKER - JOB DESCRIPTION

Personal Requirements

We are looking for a cheerful, reliable and motivated individual with a 'can do' attitude to provide an efficient and proactive caretaking service, willing to uphold the Catholic ethos and support the aims and values of Sacred Heart School.

The role will involve health and safety checks of the premises and maintaining records so attention to detail is important. The successful candidate will be expected to undertake relevant training. Previous experience of working as a caretaker in a school would be desirable.

You Will:

- Be approachable and committed to providing a good standard of workmanship and service;
- Have relevant knowledge and skills;
- Have excellent interpersonal and communication skills and like being around young children;
- Is able to work as directed and uses initiative when needed;
- Be part of a hardworking and dedicated member of the school community.

Duties and Responsibilities

Security

- Daily: unlocking the school and carrying out daily site security and H&S checks
- Open and close the school at other times as arranged with the Headteacher
- Allow access to contractors who may be working on the site during school holidays or weekends.

Daily

- Empty recycling bins
- Supervision of cars parking at drop off and pick up to help ensure safety and to minimise congestion
- Put down chairs from tables for start of day
- Move food waste bins to collection point (once weekly)
- Bring in milk delivery

General

- Returning to school between shifts if required
- Upkeep and general care of the school
- Unlocking and re-locking bins in preparation for pick-up
- Ensuring that external rubbish is stored appropriately
- Maintain tidy external areas
- To empty internal communal recycling bins daily and work with pupils and staff on recycling initiatives.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Drawing the attention of the appropriate authorities, via the Head Teacher, to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- General portering duties and moving of furniture
- Assisting teaching staff with simple tasks as requested
- Checking damage/security every morning on arrival at the premises
- Lettings as required - opening, closing and general duties
- Preparation of Hall for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage (as required)
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms monthly. Maintain test register
- Report any defects of building, furniture, fittings and equipment to the Secretary and Head teacher
- Grounds Maintenance as requested
- Regular check of roofs for pooling, debris, plant growth etc.
- Regularly check and clean soffits, bargeboards and external lights
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

Management

- Noting, monitoring and reporting any defects in the school buildings to the Secretary and Head teacher.
- Meet regularly with the Bursar/Head Teacher re: Health and Safety issues and Building Maintenance
- Monitor the work of contractors working on site
- Ensure that all lights and heating are working effectively
- Read Gas, Electric and Water metres as required
- Monitoring and setting of heating controls and boilers

- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.
- Any other work requested by, and deemed appropriate by, the Head teacher and Governors by agreement with the caretaker.

Hours of Work

Teaching Days

20 hours per week Monday - Friday 7.00 am to 9.00 am and 3.00 pm to 5.00 pm

INSET Days

Open at 8.00am

School Holidays

Hours up to 20 per week – can be flexible / hours can be collated during holidays depending on need

However, variations to these times may be necessary on certain occasions when meetings, building work, functions etc are held at the school. Any variation will be notified in advance by the Headteacher.

There will be an entitlement to 28 days holiday (including bank holidays) to be taken during school holidays.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory DBS check will need to be returned prior to commencement of employment.