

**HERTFORDSHIRE COUNTY COUNCIL
CHILDREN, SCHOOLS & FAMILIES
Chater Infant School**

TITLE OF JOB : TEMPORARY CARETAKER

LOCATION : Chater Infant School

GRADE H3

1 PURPOSE OF YOUR JOB

- To provide a clean and safe environment for users of the school buildings and grounds
- To undertake decorating and repair task
- To have overall responsibility for the operation of premises, including buildings, ground maintenance, security, lettings, cleaning, management of contractors, helping with deliveries
- To support teachers wherever possible in their quest to maintain an excellent learning environment for our children

2. MAIN AREAS OF RESPONSIBILITY

- Ensure that the school site is secure and well maintained 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 appliances switched off
- To 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 alarm system, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are raised with Headteacher.
- To ensure the school site is clean and free of any litter
- Ensure school's heating plant runs smoothly and appropriate action is taken in the event of any reduction in supply of heat/hot water
- To take responsibility of the maintenance of cleaning tools and products, including replacements and ensuring good stock levels
- General portage duties including movement of furniture and equipment within the school
- Daily and periodic cleaning of designated areas of the school building and grounds according to schedule of work including maintaining the hall and dining area floor
- To carry out emergency cleaning duties, such as gritting and cleaning up spillages
- To provide safe access to the school in cold weather conditions

- To liaise with Headteacher and cleaning company to arrange deep clean of classrooms, staffroom, hall, dining area and other frequently used spaces on school premises
- Handyman duties which will include repairs to furniture and fixtures and decorating tasks as discussed with the headteacher
- Supervision of cleaning staff or monitoring of and liaison with contract cleaning staff (as appropriate)
- Such other duties which may arise from the use of the premises
- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
- Support and be responsible for identified tasks in our Health and Safety Policy
- Check and report regularly on the safety of all playground equipment and caretakers' tools and machinery as per the Health and Safety Policy
- Liaise with the school's partners, premises hirers and clients in order to ensure that an excellent service is provided
- To advise larger repairs and liaise with School Administrator to obtain quotes from contractors
- To advise on site development projects and make recommendations on site use
- To liaise with the office staff to look after school pets

3. ORGANISATION CHART

Headteacher

Caretaker

Cleaning staff

4. SUPERVISION

The post holder will work largely on his/her initiative subject to the general and specific direction of the Headteacher and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate)

5. JOB CONTEXT

The post holder will spend approximately half of the working week on cleaning duties and the remainder on caretaking duties. The balance of work will be reviewed from time to time according to the changing needs of the school.

6. CONTACTS

Headteacher

Teaching and support staff

Parents and pupils

Visitors especially contractors on site

Cleaning staff or contract cleaning supervisor (as appropriate)

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Knowledge of efficient cleaning methods and material is desirable
- Evidence of success in completing handyman or DIY tasks (paid or unpaid)
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

8. PROBLEMS AND DECISIONS

- Advising the Headteacher of faults to the buildings, fixtures and fittings which require specialist attention
- Monitoring and ordering an adequate stock of appropriate materials and equipment.
- Appointing (in conjunction with the Headteacher) and supervising cleaning staff (if appropriate)
- Liaising with contractors on site to ensure minimum disruption to the work of the school

9. FINANCE AND RESOURCES

The post holder will normally supervise a number of cleaning staff unless contract cleaners are used.

10. PHYSICAL EFFORT

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

Approx. 30% of the time might be spent moving and carrying various items

11. WORKING ENVIRONMENT

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

12. ADDITIONAL INFORMATION

The school premises may be used during evenings and weekends for school activities and by outside hirers. The post holder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made in accordance with agreed County Council rates.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.