

Job Description

Post Title:	Caretaker (Primary)	Post No:	
Department:	Education	Grade:	BEX05
Responsible to:	Head Teacher, Trust Business Manager, Premises/Site Manager		
Responsible for:	Joint oversight of 12 Cleaning Staff		
Functional links with:	Office Staff, Contractors, Visitors, Security Agencies and Hirers		

Main purpose of the job:

- Ensure that the premises & grounds are safe, warm, clean and properly maintained
- Movement of heavy goods
- Lettings duties, including evenings and weekends on a rotational basis

Major Duties and Responsibilities:

1. Security responsibilities include emergency, security, fire and safety procedures; locking and unlocking and ensuring locks in good order; setting alarm systems and reporting defects;
2. Cleaning responsibilities include supervision, organisation and monitoring of cleaners, removal of waste bags, ordering cleaning materials, clearing of paths, drains, gullies etc. and salting frozen paths
3. Heating responsibilities include the operation and routine maintenance and cleaning of the heating plant and adjacent areas
4. Porterage duties include taking delivery and distributing supplies, moving furniture and equipment, delivering fruit and milk to classrooms
5. Maintenance duties include general handyperson repairs, reporting when more major repairs are required, directing workmen and contractors
6. Regular inspections of mechanical cleaning aids, access equipment and fire-fighting equipment and keeping appropriate records

Resources:

- Cleaning equipment
- Mechanical equipment
- Hand tools
- Security of the whole premises, including buildings, contents and grounds
- Use of electronic compliance software

Job Activities:

- Repairs furniture and buildings fabric, requiring good standard of practical “handyperson” skills and occasional creativity
- Deals with office staff on routine paperwork such as timesheets, wages, requisitions and orders
- Meets workmen and contractors who are visiting the school and oversees their work and behaviour whilst on the premises
- Follows established practices in deciding on courses of action concerning the cleaning, repair, maintenance, safety and security of the school
- Keeping the school grounds clean and tidy
- Oversees lettings of school premises and grounds

The Bedonwell Federation is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.

Signed by:	Post holder:	Date:
	Line Manager:	