



**ST PAUL'S CATHOLIC PRIMARY SCHOOL,
A VOLUNTARY ACADEMY**

JOB DESCRIPTION

JOB TITLE: Caretaker (Primary) with subordinate staff
REFERENCE: AAAD5000 **GRADE:** 4
RESPONSIBLE TO: School Business Manager

JOB PURPOSE

To maintain the school premises to ensure that there is a clean safe, healthy environment for pupils, staff and visitors.

Making sure that the school premises and its contents are secure. Ensure that lighting and heating systems are maintained in good working condition. Carry out cleaning of designated areas and monitor the cleaning carried out by the Cleaner on a day to day basis. Undertake minor repair and portering duties. The Job Holder is designated as a registered key holder.

MAIN RESPONSIBILITIES

1. To be responsible for the unlocking and locking of the building at the start and end of each school day.
2. To remove graffiti immediately.
3. To erect and dismantle furniture where appropriate.
4. To keep a clear way through snow so that pupils may have ready access to school rooms. Maintain gritting plan.
5. Undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods.
6. Supervise subordinate staff; monitor cleaning of building and ensure work is carried out in accordance with the specification.
7. Liaise with contractors and monitor work being carried out by them.
8. Maintain the grounds in a clean and tidy condition; remove accumulated internal and external waste, sweep the grounds using mechanical or other means.

9. Monitor the conditions of the school's sanitary provisions for both staff and pupils.
10. Maintain supplies of materials and respond to problems arising from the improper use of facilities. Ensure safe storage and use of cleaning materials, in accordance with the requirements of COSHH.
11. Monitor and ensure the most economic use of water, gas and electricity. Check the heating installation daily during the heating season.
12. Undertake general fire precautions and security tasks at the school; locking and unlocking the school premises, routine monitoring, setting and disarming security and fire alarm systems and other security measures, etc.
13. Receive delivery of supplies, furniture and parcels into the school; ensure correct distribution to the appropriate classroom/teacher.
14. To carry out occasional actions within the Forest School area, in liaison with the Forest School Leader e.g. hedge pruning.

OCCASIONAL TASKS

Undertake occasional maintenance tasks – eg, cleaning out rainwater gullies and drains, minor repairs to fixtures and fittings, replacement of light bulbs and fluorescent tubes, basic maintenance of central heating system and other heating equipment, etc - as necessary.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher or Governing Body up to or at a level consistent with the main responsibilities of the job.