



**Ashmole Academy Trust
Ashmole Primary**

JOB DESCRIPTION

<u>JOB TITLE:</u>	Caretaker (split shift)
<u>GRADE:</u>	Point 18 – 21
<u>PURPOSE OF JOB:</u>	To operationally look after the site and supervising community use (where applicable)
<u>RESPONSIBLE TO:</u>	Head Teacher in all matters

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

BEFORE SCHOOL STARTS

1. Open main gates, remove security post.
2. Enter all blocks, turn off alarm system, **check heating**. Report any breaches of security, faulty fire/alarm systems, inadequate heating, etc. Take prompt action to ensure that heating of the school is maintained in cold weather.
3. Inspect all toilets, replenish soap, towels, toilet paper as required. Report any damage, graffiti, etc.
4. Monitor cleaning : report problems to cleaning supervisor or Facilities Manager, as appropriate.

DURING THE SCHOOL DAY

1. Security

- a) Ensure no unauthorised parking of vehicles.
- b) Prevent trespass, including challenging identity of unknown persons and escorting individuals to school office.
- c) Deal with enquiries from members of the public.
- d) Operation of vehicle control barrier permitting access and escorting vehicles when safe to do so.

2. Porterage

- a) Receive, check and distribute post/goods/equipment delivered.
- b) Move/set up furniture/equipment as needed.

3. Heating

- a) Ensure proper heating in all areas by venting radiators/ensuring all air vents and ducts remain unobstructed/ordering adequate fuel supplies/reporting defects.
- b) Ensure boiler houses are clean and free from combustible material.
- c) Carry out any necessary frost precaution procedures.

4. Fire Precautions

- a) Ensure fire doors/escapes are left unobstructed, unlocked and in working order.
- b) Participate in Fire Drills as required.
- c) Keep corridors/escape routes clear of obstructions. Ensure fire hazards are kept to a minimum.

5. Health And Safety

- a) Report any defective electrical appliances.
- b) Report any dangerous/hazardous occurrences and take appropriate action.
- c) Clear up any hazardous 'waste', e.g. broken glass, vomit, water spillage.

6. Lighting

- a) Ensure lights are in good working order, replace bulbs/tubes or report faults as applicable.

7. Contractors/Tradesmen



- a) Make/check works maintenance orders.
- b) Direct contractors/tradesmen to sites for repair/maintenance, monitor work if appropriate, report difficulties.
- c) Ensure contractors observe Health & Safety regulations on site.
- d) Ensure contractors remove debris from site.
- e) Liaise with contractors/Facility Manager to ensure adequate preparation/precautions taken.

8. Outside Areas

- a) Keep all surfaces free from litter and debris, mud, excessive water, etc.
- b) Empty litter bins.
- c) Keep paths/hard surfaces free from weeds.
- d) Keep drains/gullies free flowing (see below).
- e) (When appropriate), clear snow, spread salt and make safe access to school buildings.

9. Refectory

- a) Tidy chairs/tables after break.
- b) Tidy chairs/tables after lunch and sweep floor clean.

10. Assembly Hall

- a) Set up chairs/tables for lunch and chairs for assemblies.
- b) Tidy chairs/tables after lunch and sweep floor clean.
- c) Clear chairs/assist PE staff as required.

11. General Duties

- a) Clear, make safe/board and repair/report broken windows.
- b) Monitor contractors.
- c) Undertake appropriate duties as instructed by Head or other senior staff.
- d) To safeguard and promote the welfare of children.

12. Construction Projects

- a) To assist with minor construction and school improvement projects under the supervision of the Site Manager and Assistant Site Manager

AFTER SCHOOL FINISHES

1. Enter all blocks, report any problems (vandalism, breakages), check all windows closed. Switch on alarm system and lock up.
2. Insert security post, lock main gates.
3. Caretakers will also be expected to take part in the on-call system in the event of an emergency call out to the site.

In addition to the basic daily routine as described above, caretakers will be expected to work under the direction of the Head Teacher on other duties, which could be regular, e.g. drain-trap clearing once a month, or 'one-off' tasks such as putting up shelves in a store cupboard, or other DIY/building maintenance activities.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder : _____

Head Teacher: _____ Date: _____