## lBP logo Brookmans Park School

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 [www.brookmanspark.herts.sch.uk](http://www.brookmanspark.herts.co.uk) Headteacher: Aileen Davies

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**JOB TITLE:** Caretaker

**SALARY SCALE:** H3

**HOURS 2 or 3 hours per day (working after 3:30pm)**

**Plus hours during the school holidays to be arranged as required.**

**Responsible to:** Headteacher

**CORE PURPOSE OF THE POST**

To be responsible for all matters relating to the satisfactory operation of the school’s building, grounds and equipment. They must be able to provide reports and recommendations, both written and oral, to the Headteacher. The post holder needs to be prepared to work during evenings and weekends, within the limits of a 10 or 15 hour working week and will be a designated key holder for emergency access to the site.

A hard-working, honest, dependable, self-motivated person to act as school caretaker/cleaner and school cleaning supervisor.

**DUTIES and RESPONSIBILITIES**

**Security**

* Ensure that building, site and resources are secure, including during out of school hours and take remedial action if required.
* Closing and locking of school gates and buildings during term time plus opening and closing the school during the school holidays where necessary
* Unsetting and setting of school alarm system
* Register as main Key Holder and be the first point of contact in an emergency.
* Overall security of the school premises including the locking of all windows, doors and gates
* You may be called out at times other than normal working hours or at weekends or in the school holidays to make emergency repairs or allow access to any contractor who may be working on site in school holidays, term time or weekends.

**Cleaning**

Cleaning duties will include the following:

* Be aware of Health & Safety and COSHH regulations and carry out any necessary COSHH assessments
* Mopping and buffing hard floor surfaces during school holidays
* Spot cleaning of spillages
* Emptying and cleaning bins
* Ensure that all outside areas and paths are free of all litter and any other objects which may affect health and safety on a daily basis as part of routine checks
* Ensure that cleaning equipment is in a safe secure cupboard and is in good working condition.

**General**

* Returning to school between shifts if required
* Upkeep and general care of the school
* Unlocking and re-locking bins on collection days
* Sweep outside areas, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances
* Carrying out decorating of the school and 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 of maintenance work, which is beyond the competence and responsibility of Caretaking staff
* Direct and liaise 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 porterage duties and moving of furniture
* Checking damage/security every morning to all perimeters on arrival at the premises
* Lettings as required – opening, closing and general duties
* Set up areas as required for school plays, PTA events and Parent Consultation evenings
* Ensure that all refuse is disposed of promptly and stored away from the main building
* Ensure that clear passage is maintained on fire escape routes
* Test fire alarms weekly, maintain test register
* Report any defects of building, furniture, fittings and equipment to the office staff or Headteacher
* Regular check of roofs for pooling, debris, plant growth etc
* Regularly check and clean soffits, bargeboards and external lights
* 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
* Some lifting of heavy loads is, subject to appropriate manual handling requirements, required

**Management**

* To complete paperwork regarding regular Health and Safety checks including Legionella
* Noting, monitoring and reporting any defects in the school buildings to the office staff or Headteacher on completion of regular Health and Safety tasks
* Meet regularly with the Headteacher and admin team re: Health and Safety issues and Building maintenance
* Report to the Governors as necessary, attend annual Governor Site Visit
* Monitor the work of cleaners and contractors working on site
* Work with senior leaders to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, fire, ladder, asbestos, legionella, emergency lighting and asset register
* Ensure that the heating plant operates economically and efficiently, together with the hot water system
* Monitoring and setting of heating controls and boilers
* Ensure that the boiler house is tidy and that no flammable material is stored there
* Be aware of the location of all stopcocks, gas and electricity meters and read meters as required
* Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet
* Any other work request by, and deemed appropriate by, the Headteacher and Governors by agreement with the caretaker

**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**

* To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
* To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection; and report all concerns to the Headteacher or other appropriate person.

**Safeguarding Commitment**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**ADDITIONAL INFORMATION**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school’s policies and procedures

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.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary This job description is also subject to review as part of the annual appraisal cycle

**Signed: ………………………………………………………………… Date:……………………………………**

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