

Post: Caretaker

Grade: H3/H4

Hours: 15 hours per week (including ½ hour unpaid lunch break) – Term time only

Responsible to: Headteacher /Site Manager

Purpose of the Job: To provide a clean, healthy and safe environment for users of the school building and grounds

Main Areas of Responsibility:

The care of the premises and grounds, including:

- Unlock and lock the school as necessary.
- General portering duties, including movement of furniture and equipment within the school and distributing deliveries appropriately such as food, milk, fruit and County supplies.
- Daily and periodic cleaning of designated areas of the school building and grounds.
- Daily checking and replacing as necessary of paper towels, toilet rolls and tissues.
- Handyperson duties which may include major/minor repairs to furniture and fixtures and major/minor decorating tasks.
- Prompt clearing and treatment of icy surfaces, (including snow clearance) in adverse weather conditions. Coning off icy and wet areas in the playground
- Periodic check of light bulbs and fittings.
- Periodic checks of playground area and equipment, such as
 - Checking for and cutting back overhanging briars, nettles, weeds, etc.
 - Sweeping up fallen leaves, fruits and silt, to ensure safe play surface
 - Checking condition of mulch surface.
 - Removing any item (e.g. broken glass, metal, wooden plank, nail) likely to cause harm to children
 - Checking boundary fences for signs of damage and undertake minor repairs.
 - Advising the staff and the children on the use of the field
 - Emptying the playground litterbins
 - Checking the wildlife area
- Check storage and use of substances – keep the COSHH records up to date.
- Fruit and vegetable co-ordinator.