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| Job Description – School CaretakerPart Time **Grade 5 Point 8 – 12 (£20,852 - £22,571) Pro rata**  **15 hours a week, 52 weeks a year** |

**“Dyro dy law i mi ac fe awn i ben y mynydd”**

**By working together and trusting each other we want to ensure that every pupil reaches the peak of his or her ability and talents. We do this by offering opportunity, support and guidance to the individual within a positive, outward looking, safe and secure society.**

**Pupil Mission Statement**

**The aim of the school is to provide you with a complete Welsh Medium Education and thus ensure that you reach the highest possible standards according to your ability and talents. We will do this in an atmosphere that supports you and respects you as an individual and meets the expectations of the seven Core Aims of the Welsh Assembly's Right to Action.**

# Mission Statement for Staff

**We want to make continuous progress in school standards and this will be done by making sure you reach the highest possible standards according to our ability and talents. We do this in an environment that supports you, develops you and respects you as an individual.**

# POST: SCHOOL CARETAKER

The normal duties of the Caretaker shall be determined by the Headteacher and Governing Body. The Post holder will attend the opening and closing of the 3-19 schools (site buildings), at arranged times in consultation with Headteacher and Site Supervisor.

The post holder may be called out at unsociable hours or weekends to deal with fire/security problems and to allow access for emergency repair.

The caretaker will also be responsible for opening and closing rental facilities and responding to any issues raised during rental periods including on weekends.

**GENERAL DUTIES**

To receive, check and security mark all goods (except for contractors’ goods) and to receive and check all supplies (including fuel) and distribute them as necessary and to receive and distribute milk.

To provide a porterage service on school site as necessary and make arrangements for the moving of furniture and equipment as directed by the Headteacher, staying within the Health and Safety guidelines.

To oversee, as set in the Energy Conservation instructions, the efficient working of heating plant and lighting and ensuring that the heating of the school buildings is satisfactory and running economically. Keeping required records and maintaining specified standards of performance.

To read meters as required and maintain approved records including any concerned with energy and water conservation matters. To be aware of the locations of all stopcocks, fire points and power services, as indicated on the school plan.

To undertake specified cleaning of inside surfaces of windows and blinds, where required, up to eleven feet from the floor and fan convector heater covers.

To clean and to be responsible for the removal of litter within the site grounds. To clean gullies, grates, drains (up to 9” dia) using the tools and protective clothing provided. Dangerous litter should be removed on advice from the Site Supervisor and LEA representative.

To remove external and internal graffiti to a height of eleven feet maximum (except where contractors are employed to remove it), staying with Health and Safety Guidelines.

To report to the Site Supervisor any defects affecting the health and safety of persons on the site, and when possible to make safe and isolate hazards.

To undertake minor repair tasks as requested.

To undertake minor improvements as requested.

To provide safe pedestrian access, especially during bad weather, i.e. to keep paths, access points and entrances reasonably free from ice and snow to ensure safe passage.

To carry out such duties as agreed with the Headteacher, such as collecting materials for the school; laying out, clearing and stacking furniture.

To maintain an accurate record and daily site diary and to consult with the Site Supervisor where issues are apparent.

Periodically, to clean lamp shades and light diffusers, taking into account instructions given on cleaning at heights up to a maximum of eleven feet, on lighting up to six feet in length and not slung on chains.

To report defects in buildings, furniture, fittings and plant as required by regulations or the instructions of the Site Supervisor and/Health and Safety Officer

To replenish the soap, towel dispensers and toilet paper at all lavatories on the site where necessary, as supplied.

Where contract work is carried out for cleaning and grounds maintenance:-

* To observe and report as required by the Headteacher the performance of the contract cleaners, to report accordingly to the Site Supervisor and to make appropriate entries in the site diary, where provided.
* To make known to the contractor’s Site Supervisor deficiencies in any of the services.
* To provide access to the premises of the contractor’s workforce within times agreed with the school.
* To receive and direct all contractors on site and attend site meetings when arranged.
* To check if all contractors or their representatives have the required identity passes and relevant H&S Documentation prior to entering onto the premises.
* In the event of the termination of the contract for cleaning or grounds maintenance, to direct and supervise any cleaners engaged by the LEA or Headteacher and Governors.
* To undertake emergency cleaning only in critical areas at the direction of the Headteacher and/or Site Supervisor.
* To maintain adequate stocks of cleaning materials for use by the Site Team and reorder as required from the recognised suppliers in accordance with the procedures.
* To carry out prescribed security procedures for school buildings and grounds and to take all reasonable steps to prevent trespass and unauthorised parking of vehicles.
* To act as key holder for the site, ensuring security at all times.
* To collect all rubbish from designated collection points and dispose of, in skips provided.
* To cut grass and strim areas as appropriate and maintain small landscaped areas.

To carry out duties associated with lettings of facilities and to carry out security duties and associated duties as applicable (including weekend shifts)

1. To manage and monitor access to and use of school facilities and equipment by individuals, clubs and societies.
2. Respond to and resolve issues and requests by those hiring facilities and equipment
3. Ensure that facilities are to the required standard prior to and following use by individuals, clubs and societies.

**Responsibilities in relation to ICT:-**

1. Monitor/record all internal and external CCTV (record any incidents).
2. Check emails throughout the day for any work required by any member of staff, reply and record all “jobs to do” and jobs done.
3. Manage Spreadsheet with all the locker information, key numbers, location of lockers etc.
4. Document & maintain all building safety records, daily, weekly monthly or Annual.
5. Ensure that fire alarms are tested every week.
6. Ensure full knowledge and understanding of the Fire and Security Panel Set Up and System (Training Provided)

**Responsibilities in relation to School Transport – Mini Bus(es)**:-

* Check and advise Site Supervisor school buses are road worthy
* Ensure vehicles are fuelled as required.
* Record and assist Site Supervisor in attending to or completing, appropriate Health and Safety Risk Assessments for the school buildings.

Attend appropriate courses deemed necessary for the post and undertake appropriate tests/responsibilities.

**Name of Immediate Supervisor: Mr Tim Sherrin – Site Supervisor**

**Reporting to: Miss Charlotte Dechamps – Health & Safety Officer**

## Updated June 2021