	ROLE PROFILE
School:	Charlton Kings Infants' School
Job Title:	Caretaker
Salary Scale:	Grade 4, SCP 7-10 (dependent on experience and qualifications)
Reports to:	School Business Manager
Job purpose:	An energetic and organised person to lead on the day to day running of the school site. The successful candidate will be able to demonstrate an ability to organise and carry out work relating to all maintenance of the school's facilities. As the Caretaker you will work closely with the Senior Leadership Team and will be responsible for the security, safety, general maintenance, and cleanliness of our school buildings and grounds to ensure a welcoming and safe environment for our whole community. • Be hardworking and flexible to the needs of the children and the school. • Have good organisational skills and be proactive around the site. • Have an eye for detail. • Have good DIY skills such as, for general repairs maintenance, cleaning, decorating and gardening. • Be able to effectively prioritise urgent and important tasks. • Be ready for responsibility including security and health & safety of the site. • Take pride in our school and be a proactive member of our community, including being involved in special events. • Be competent in the use of ICT. • Display good inter-personal skills with colleagues, governors, contractors, and visitors.
Additional:	The Caretaker will undertake any such activities deemed suitable by the School Business Manager commensurate with the grade and experience.

Professional duties, responsibilities and key tasks

Security

The Caretaker will be responsible for:

I. The supervision of the site and premises.
II. The daily unlocking and locking of the school for staff, including securing windows, doors and gates, and resetting alarm system after premises have been in use.
III. The overall checking of fire systems.
IV. Responding to emergencies affecting the school premises outside normal working hours.

Maintenance of premises and furnishings

The Caretaker will be responsible for maintenance of the school premises, and furnishings, including:

I. Renewing light bulbs and cleaning fittings.
II. Reading electricity, gas and water meters and completing returns.
III. Carrying out repairs to premises (e.g., replacing washers or screws in hinges and catches, clearing blocked sinks, replacing toilet furniture etc.).
IV. Undertaking internal decoration of buildings at the appropriate and safe height.
V. Carrying out minor day-to-day repairs and renovation of loose and fixed furniture.
VI. Carrying out PAT (Portable Appliance Testing) – training will be provided if necessary.
VII. Ensuring that gutters, drainpipes, rainwater gullies and grease traps are kept clear.
VIII. Carrying out cleaning duties arising during the working day as required.
IX. Liaising with school staff and contractors.

Administrative duties

I. To keep records of work undertaken.
II. To undertake and keep records and work schedules of all essential maintenance required taking into account health and safety issues.
III. To produce reports on maintenance issues for the School Business Manager.
IV. To be responsible for the purchase of materials for the maintenance of the site and buildings, ensuring that value for money is obtained.
V. To develop and maintain, in conjunction with the School Business Manager and Headteacher, an Annual Maintenance Programme for the premises and grounds.
VI. To undertake appropriate training where required.

Supervision

The Caretaker will be responsible for:

I. Supervising contractors working on-site, ensuring that they observe all relevant regulations, follow Health and Safety guidelines and school requirements, carry out work effectively and leave the area clean and tidy.
II. Supervising cleaning staff.

Health and Safety

I. To be familiar with and assist the implementation and monitoring of the school's Health and Safety policy.
II. To undertake and record regular risk assessments (as required by the H&S policy).
III. To be responsible for ensuring that regular checks are made on water, emergency lighting and fire alarms.

Lettings
To act as the first point of contact if problems arise with out of hours lettings.

Upkeep of external areas
To have overall responsibility for and to undertake where appropriate, external maintenance duties including:

I. Hand weeding on hard surface areas.
II. Maintaining landscaped areas, weeding/cutting back where necessary.
III. Cutting hedges.
IV. Painting fences, benches, sheds etc.

General responsibilities
To have overall responsibility for and to undertake where appropriate, the following:

I. Distribution of deliveries within school in liaison with the administration staff.
II. Assisting with manual tasks which support classroom and workshop activities.
III. Moving furniture, as requested, within Health & Safety guidelines.
IV. Ensuring waste is segregated in compliance with regulations and recycled where practical and possible.
V. Other duties arising from the use of the premises.

This job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and would not justify a reconsideration of the grading of the post.