



## **THE VALE OF GLAMORGAN COUNCIL**

### **JOB DESCRIPTION**

<b>DESIGNATION/POST TITLE</b>	:	Caretaker
<b>POST NUMBER</b>	:	
<b>DEPARTMENT/DIRECTORATE</b>	:	Learning and Development
<b>DIVISION/SECTION</b>	:	St Nicholas Church in Wales Primary School
<b>LOCATION</b>	:	St Nicholas Church in Wales Primary School
<b>POST GRADE</b>	:	Grade 4
<b>RESPONSIBLE TO</b>	:	Headteacher
<b>RESPONSIBLE FOR</b>	:	Safe transportation of pupils whilst driving to and from school
<b>LIAISON</b>	:	Head teacher, Staff, Pupils

### **Job Purpose**

To ensure that the school is opened and closed on time and are kept secure.

To manage and maintain school premises in a state of good general repair.

To clean and care for the school so that children and staff can work in it safely and effectively.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Security**

Attend to the opening and closing of the school daily at the agreed times.  
Open and close the school for evening and occasional weekend use at times arranged by the Head Teacher/Deputy Headteacher outside of normal hours.

- Be responsible for general security at all times, making sure all windows are closed securely and doors are shut and locked securely in the main school building and small school buildings and operating the intruder alarm systems.
- You may be called out at unsociable hours or at weekends to deal with security problems,

- Make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.
- Ensure that all reasonable steps have been taken to prevent children or others trespassing in the grounds. Ring the police when necessary.
- Ensure that there is a key holder (in consultation with the Head Teacher and School Administration Officer) during caretaker holiday periods.

### **Heating, lighting and water**

- Ensure that all lights and heating are working effectively.
- Check boiler settings.
- Be aware of the location of all stopcocks, gas meters and electricity meters and read meters as required.
- Adjust self-flushing unit in boys' urinals as necessary. (In long holidays it can be turned off.)
- Ensure that the boiler room is tidy and that no flammable material is stored there.
- Replace, repair fluorescent tube starters and fluorescent tubes.
- Read Gas, Electric and Water meters as required

### **Grounds maintenance**

- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flower beds and all entrances.
- Clear up faeces
- Put cleaners black bags into bins each morning.
- To empty external rubbish bins on a daily basis.
- Keep all hard surfaces free of moss and weeds.
- Clear gullies, drains, drain gratings.
- Disinfect drains and dustbins regularly.
- Conduct a daily walk around of the site to ensure there are no health & safety issues.
- Report any hazards/ defects to the School Administration Officer immediately.
- 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.

### **Contract work on school site**

- Provide access for the contractor's workforce to the school premises at agreed time/s.
- Advise the Head Teacher of any concerns regarding work being undertaken by contractors on site.

### **General duties**

- Bring in the milk and take into the appropriate fridges in classes.
- Receive and check goods and supplies and take them to the appropriate place for storage.

- Check soap, toilet paper and towels in all lavatories and replenish as necessary.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Empty recycling bins.
- Ensure that a clear passage is maintained on fire escape routes.
- General portage duties and moving of furniture.
- Lettings as required - opening, closing and general duties.
- Preparation of hall for functions as required.
- Test fire alarms weekly. Maintain test register with the School Administration Officer.
- Record fire drill details with School Admin Officer.
- Maintain daily/weekly/monthly fire monitoring records
- Remove all internal and external graffiti.
- Mop up any leaks and spillages.
- Report any defects of building, furniture, fittings and equipment to the School Admin Officer.
- Produce a termly report for the Head teacher and Governors re: Health and Safety issues and Building Maintenance.
- To serve on Health and Safety Committees as required.
- Monitor the work of contractors working on site, and complete the Asbestos
- Register for all visits.
- Set out and collect in Green Cones in the morning and the afternoon.
- Order stores as necessary.
- Allocate work to self as appropriate.
- Maintain a site diary.
- Carry out any other reasonable duty instructed by the Head Teacher/School Leadership Team in support of the function of the school.
- Any other work requested by, and deemed appropriate by, the Head teacher/Deputy Headteacher and Governors by agreement with the caretaker

### **Handy Person's Duties**

- Assembling flat packed furniture
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls, maintaining outdoor play equipment and furniture.(This list is not exhaustive, but an example)
- Appropriate painting and redecoration

**SIGNED:**  
**(Headteacher)**

**DATED:**

**SIGNED:**  
**(Postholder)**

**DATED:**