



**All Saints Catholic Primary School**  
**Job Description**  
**Caretaker**

Name:

Post: Caretaker/ cleaner

Reporting Relationship: To Headteacher

**Job Purpose**

To provide a clean, safe environment to users of the buildings and grounds.

To support the ethos of the school as a Catholic school.

**Main Area of responsibility**

- Security of the school buildings and grounds
- Operation of the school's heating and lighting system
- General portage duties including movement of furniture and equipment within the school
- Daily cleaning of the school building and grounds
- Handyperson duties which may include repairs and decorating
- Supervision of cleaning staff
- Such other duties which may arise from the use of the premises
- Jointly act with the Headteacher as the Health and safety and fire safety officer

**Relationships**

The postholder is responsible to the headteacher for his cleaning and caretaking duties.

**Areas of Responsibility and Key Tasks**

**SECURITY**

(a) Carrying out security procedures for school buildings and grounds. The routine and non-routine opening and closing of school premises and grounds. Secure all external doors, windows and gates as required and at appropriate and agreed times.

(b) Preventing trespass on the school premises or grounds and in some cases, ensuring that unauthorised parking of vehicles does not occur.

(c) Set and disarm alarms at the designated times utilising the installed burglar alarm system. Within these tasks the working of weekends or part of, or the working during unsociable hours may be required during emergencies.

(d) Act as the main key holder for the school and would be required to attend all out of hours calls.

**2. LIGHTING AND HEATING**

(a) Operating and heating plant in accordance with the Council's issued instructions and endeavouring to ensure that required temperatures are maintained in school premises

and that an adequate supply of hot water is available. Carry out frost precaution procedures. Undertake meter readings as required.

- (b) Maintaining the boiler house and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity, Water).
- (c). Ensure that flammable materials are kept out of the boiler room and away from any heat sources.
- (d) Clean and replace light bulbs/tubes if necessary and reporting any defects in the lighting or heating systems to the Headteacher and to the Authority immediately. NB Work at high level must be carried out with a safe system of work and assistance sought in all high level work.
- (e) Liaise with onsite contractors as and when appropriate ensuring they are aware of the School Health and Safety Policy.

## **CLEANING**

- (a) All cleaning and related operations must be carried out to a safe system of work to ensure safety of staff and others.
- (b) Clean and maintain their designated area.
- (c) To make clean (within the confines of public safety) the results of staff or pupil injury within the designated area.
- (d) To be responsible for the daily removal of litter from the school grounds each morning before the start of the school day.
- (e) To clean all outside glass using an extending pole for area above shoulder height.

## **4. MAINTENANCE**

- (a) Drawing to the attention of the appropriate authorities, via the Headteacher, any repair or maintenance work required at the school which is beyond the caretaking staff.
- (b) Liaising with and directing workmen and contractors to the location of repair and maintenance work on site to ensure minimum disruption to the work of the school.
- (c) Carrying out routine repairs and maintenance procedures and inspection. (see attached sheet for guidance)
- (d) Ensure gullies and drains are free from all debris.
- (e) Clean up glass debris due to broken windows inside and out.
- (f) Collect from agreed points rubbish and dispose of it in the designated bins.

## **5. SUPERVISION - School Cleaners**

Ensuring that cleaning work is carried out to the recognised satisfactory standard and at the frequencies laid down by the employing authority and ensuring that all work is carried out safely.

## **6. STOREKEEPING**

- (a) Taking delivery of stores, materials and other goods and safely storing them. Despatching laundry, goods, materials etc. Ensuring that adequate supplies of cleaning materials are available.
- (b) Ensuring that adequate quantities of toiletries including toilet rolls, toilet paper, liquid soap, bar soap are kept in stock. Distribute and replenish toiletries as required.
- (c) Ensuring that caretaking and cleaning equipment used by the Caretaker and cleaning staff is in safe working order and inform the Headteacher of any defects.

## **7. EMERGENCIES**

- (a) Providing safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies.
- (b) Carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first-aid equipment and facilities.

## **8. MISCELLANEOUS**

- (a) Dealing with enquiries from teaching staff, students and pupils, parents, officers and employees of the LEA, workmen, contractors and members of the public as well as the emergency services (eg Police, Fire Brigade, etc) and when required.
- (b) Undertaking regular building/site inspections reporting any defects and health and safety issues to the appropriate officer. To monitor the progress and take required action to ensure that defects are rectified. Undertaking risk assessments.
- (c) Conveying post and parcels to and from the point of distribution.
- (d) Arranging furniture in rooms where necessary.
- (e) Removal of weeds from paved and tarmac areas and removal of rubbish from all areas surrounding the school ensuring that all play areas are safe for pupils use.
- (f) Minimising the dispersal of rubbish around the grounds by ensuring that litterbins are emptied when necessary.
- (g) Treating rat traps as instructed by the Authority.
- (h) Maintaining the caretaker's storage lockers and cupboards in a clean and tidy condition.
- (i) Maintaining logs – emergency lighting, legionella testing, fire equipment and the fire alarm system. Ensure contractors fill in the asbestos register,
- (j) Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.
- (k) Signing in, signing out and completing any required paperwork.
- (l) Attend meetings and undertake training as required.

## **9. CARETAKER HEALTH & SAFETY TRAINING**

All Caretakers are required to attend periodic Health & Safety Training sessions organised by the LEA and keep themselves informed of Health and Safety issues relating to the duties of the Post.

The caretaker will carry out any other reasonable duties relating to the caretaking, cleaning and maintenance of school premises as required by the Headteacher.

Signed: \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_ (Caretaker)

Signed: \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_ (Headteacher)