

Noor Ul Islam Primary School Caretaker – Job Description

Duties & Responsibilities

Management

- Be responsible for ordering cleaning equipment
- Noting, monitoring and reporting any defects in the school building, furniture, fittings and equipment to the head teacher
- Monitor the work of contractors working on site at all time
- Supervision of cleaning staff and monitoring of cleaning standards
- Compilation of work duties and rotas of cleaning staff
- Completion of daily time sheets and completion of daily diary.

Security

- Open and close the school for evening use at times arranged by the Head Teacher/Board of Trustees
- Arming and disarming the school alarm system
- Overall security of the school premises including the locking of all windows and doors
- You may be called to return to school in between shifts if required
- You may be called out at unsociable hours or at weekend to deal with security problems, make emergency repair or allow access to any contractor who may be working on the site, in school holidays or weekends
- Security mark new equipment
- To ensure the building has been checked for vandalism and break-ins when opens at the commencement of the morning shift.

Heating, Lighting and Water

- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read gas, electric and water meters as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required
- Ensure that the boiler house and 'intake room' is safe and that no flammable material is stored there
- Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, which are within working height of 11 feet.

Ground Maintenance

- Keep all hard surfaces and play areas including fences) free of moss, weeds and splinters or other health risks
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned whenever necessary
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and pots and all entrances

Cleaning

- Managing bins in preparing for pick-up, communicating any problems to office staff to liaise with refuse services
- Ensure that all refuse is disposed of promptly and stored appropriately and away from the main building and pupils' play area
- Cleaning and tidying of the internal school building in designated areas, in accordance with the timetable given by the Head Teacher
- Cleaning of internal glass, internal and external door glass and internal side of external windows
- Cleaning of external windows at ground level and arranging for the cleaning of upper windows
- To empty internal communal rubbish bins daily and work with pupils on recycling initiatives
- Ensuring that the cleaning of toilets and toilet area is done, and the replenishing of toiletries is carried out throughout each school day, in accordance with the timetable given by the Head Teacher
- Routinely clean lamp shade and light diffusers
- Carry out periodic cleaning of all internal surfaces
- Immediately clean up and bodily fluid spills with disinfectant taking care to ensure own safety from contamination

Repair and Maintenance

- General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting and/or decoration of doors and walls (this list is not exhaustive, but features example)
- Tasks will be listed in a folder to be checked and actions each morning after meeting with the Head Teacher

General

- Upkeep and general care of the school
- Keeping friendly and helpful relations with all neighbours and local businesses
- General portage duties and moving furniture

- Assisting teaching staff with simple tasks for school purposes, as requested
- Opening up and closing the school building and general duties for lettings, as required
- Preparation of hall for functions as required
- Receive and check goods and supplies and taken them to the appropriate place for storage
- Ensure that clear passage is maintained on fire escape route at all times
- Where appropriate, to avoid the risk of water contamination, to ensure that all hot and cold-water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more
- To make sure lunch stock and all cloths and mats are carefully cleaned and disinfected and the hall floor is swept and mopped daily
- Supervise pupils at breaktimes, adhering carefully to the school expectation for supervision and behaviour management
- Adhering to all staff requirements and expectation for professional performance and behaviour
- Any other work requested by, and deemed appropriate by the Head Teacher and Trustees by agreement with the caretaker.

Important Issues

Satisfactory reference, List 99 check and DBS check will be needed prior to commencement of employment. A detailed Staff Handbook, essential work plan and timetable, will be issued subsequent to appointment.

Hours of work

The working hours will be up to 30 hours a week Monday to Friday working two shifts, first shift will be 7am to 11am and the second shift will be from 3pm to 5pm. Term time only. You will be required to be on site on the occasions mentioned above.