

**Job Description  
Caretaker/Cleaner**

<b>Job Title</b>	Caretaker/Cleaner
<b>Section</b>	Caretaking
<b>Location</b>	Litcham School
<b>GR Number</b>	GR9001
<b>Grade</b>	Scale C
<b>Responsible to</b>	Site manager
<b>Responsible for</b>	Cleaners where applicable

<b>Role and Context</b>	
<b>Job Purpose</b>	<p>Under the direction of the Site Manager/Business Manager and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are properly maintained, secured and ready for use.</p> <p>To help keep the school clean and tidy.</p>
<b>Other Job Information</b>	<p>The Caretaker has a 24-hour responsibility for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken by agreement with the Business Manager. Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.</p>

<b>Principal Accountabilities (in order of importance)</b>
<p>1. To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking premises, checking and securing windows and internal doors, activating and switching off alarm systems, etc. Ideally living within 20 minute call out time to be available to answer emergencies outside of regular working hours. To be able to cover for pre-planned lettings (hire of school premises).</p> <p>2. To ensure that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services. To regulate heating/ventilation as necessary.</p> <p>3. To supervise other caretaking and cleaning staff (where applicable) under the general directions of the Site Manager.</p> <p>4. To monitor the work of cleaning contractors (where applicable) by making regular inspections to check that the specification is being met in terms of frequency and quality of work. To bring initial discrepancies to the attention of the contractor's site supervision, and refer ongoing problems to the Site Manager or Business Manager. To assist the Site Manager in the completion of satisfaction certificates by providing information about general standards of cleaning.</p> <p>5. To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.</p>

6. To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.

7. To undertake portering and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.

8. Incidentally to the principle functions of the job, to clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.

9. To maintain and operate plant and equipment.

10. To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.

11. To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.

12. To undertake outside duties, for example clearance of drains and gullies, general tidying, incineration of rubbish, snow clearance, etc.

13. Ensuring that the mini buses are maintained and clean for use, and completing periodic safety checks.

14. To work within an agreed shift pattern ensuring the Litcham sites have adequate caretaker support.

15. To perform such other duties of a like nature as may from time to time be required by the Site Manager or Business Manager.

### **General Information**

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.