

Drake and Morice Town Primary Academies

Caretaker Job Description

**Name:**

**Responsible to:** The Office Managerand Headteacher / Head of Schools

**Responsible for:**

Providing a warm, safe, clean and secure environment in which children and staff can work effectively.

**Main purpose of job:**

To be responsible for the general security of the school premises and assist with the maintenance of the premises, machinery and plant equipment. To carry out daily inspections of the premises to identify damage and/or vandalism and to report findings to the Office Manager to help maintain the internal and external fabric of the school premises as a safe working and learning environment.

**Duties and Responsibilities:**

* Responsible for the general security of the school premises under the supervision of the Site Manager
* Carry out key holder duties and respond to emergency call-outs
* Assist with the maintenance of the premises, machinery and plant equipment
* Carry out the statutory safety checks as detailed in the Estates Management program and upload to Every, acting on any findings
* Carry out daily inspection of the premises to identify damage and/or vandalism and report findings to Site Manager
* Ensure the annual safety checks, eg fire extinguishers, alarm systems, PAT tests, are completed
* Clear litter daily to ensure compliance with the Environmental Protection Act
* Carry out general maintenance duties to include; replacement of tap washers and ball valves; repair of door and window furniture; fitting of coat hooks, shelves and display boards; re-hanging of doors; carry out repairs/make good chairs and tables etc
* Carry out grounds maintenance tasks to include; clearing leaves and litter; maintaining hard paved areas; treating pathways, steps etc. with salt, sand and grit
* Maintain flower/shrub beds and carry out remedial cutting
* Paint and decorate as required to maintain the fabric of the school both internally and externally
* Maintain and repair glazing, maintain and repair vinyl and ceramic floor and wall tiling, minor plastering i.e. patching walls
* Undertake letting duties ensuring the agreed user requirements are met
* Work alongside and supervise the work of external contractors
* Undertake any other duties appropriate to the grade of the post

Responsible for your own health and safety, that of your colleagues and members of the public who may be affected by your work activities. Undertake other duties appropriate to the grading of the post as required by the executive head teacher.

**Training:**

* Attend relevant safeguarding and first aid training as required.
* Undertake other training relevant to the role as required.

**Employee Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Headteacher Signed: ­­­­­­­­­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_