**Caretaker Job Description**

**Purpose of the role:**

* To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.
* To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

**Knowledge, Skills and Experience:**

* Knowledge and expertise in minor maintenance and repair
* Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, supervision of cleaning staff,

**Responsibilities:**

* Supervise and organise the cleaner to ensure cleaning services are delivered to the required standard
* Undertake cleaning of allocated areas in line with specific standards
* Operate/oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training
* Monitor and maintain allocated equipment and materials, advising on stock replenishment requirements to the designated purchaser
* Ensure self and the cleaner, operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to senior staff immediately
* Collect and dispose of waste
* Refill and replace soap, towels and other materials
* Ensure that buildings and the site are secure, including during out of school hours, and take remedial action if required
* Act as the designated key holder for the school premises, for relevant situations
* Operate and regularly check systems such as heating, lighting, security, including CCTV and alarms
* Undertake minor repairs (ie; not requiring qualified craftsperson) and maintenance of the buildings and site
* Oversee onsite maintenance contractors as appropriate, checking that work is completed to required standards and within required timescales
* Undertake general portage duties, including moving furniture and equipment within the school
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules

**Individuals in this role may also undertake some or all of the following:**

* Act as a designated key holder, responding to relevant calls outside of normal working hours
* Provide access to premises in emergency situations such as flooding
* Supervise/undertake specialist cleaning programmes during school closures or other designated periods
* Facilitate lettings and carry out associated tasks, in line with local agreements.
* Handle small amounts of cash for the purchase of materials to carry out repairs