

## WADDESDON CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION	
<b>JOB TITLE:</b>	<b>Caretaker/Cleaner</b>
<b>GRADE:</b>	<b>Bucks Pay Grade 2 Range 11-15</b>
<b>RESPONSIBLE TO:</b>	<b>Site Manager</b>
<b>STAFF RESPONSIBLE FOR:</b>	<b>Supervision of cleaning team</b>
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
To assist with the caretaking and cleaning operations of the school and undertaking effective supervision, maintenance, Health & Safety and security of the site and related resources.	
<b>MAIN ACTIVITIES</b>	<b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>
<p><b>Security and Supervision</b></p> <ul style="list-style-type: none"> <li>• To assist in the day to day maintenance of the school site &amp; facilities</li> <li>• To assist with the organisation and supervision of the cleaning team.</li> <li>• Assist in the cleaning of the school site &amp; facilities</li> <li>• Carrying out security procedures for the site &amp; facilities.</li> <li>• Act as Key holder and carrying out security procedures for the Site &amp; Facilities</li> <li>• Ensure the school is secure, including operating the alarm system. Responding to call outs as a result of the setting off of the alarm(s).</li> <li>• Routinely and in emergencies open and close the school site &amp; facilities.</li> <li>• Assist with jobs as necessary to ensure the smooth running of the school, e.g. preparation of rooms for examinations, assemblies and lettings</li> <li>• Ensure the safe acceptance and dispersal of deliveries to the college site</li> <li>• Assist with provision of access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>• Assist with monitoring to ensure the cleanliness of the school premises and furnishings.</li> <li>• Ensuring the correct use of the school facilities by hirers in particular the use of the all-weather pitch and sports facilities.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Assist with ensuring compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Site Manager for the school.</li> <li>• Assist with monitoring of appropriate premises and caretaking and cleaning related Health &amp; Safety procedures in use in the school and reporting any issues to the Site Manager for the school.</li> </ul>	

## Caretaking and Maintenance

- Assist with operation of the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
  - plumbing work, eg repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer, etc;
  - redecoration as appropriate;
  - plastering work such as repairing cracked or broken plaster, making good damaged walls for example following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, eg mending broken fencing panels or stakes, repairing holes in chain link fences, etc;
  - glazing work, such as replacing smaller windows, re-beading and re-puttying glass panes, internal and external. **NB:** Specialist contractors would be used for repairs to large window-panes or double-glazed units or windows at a high level.
- Assist with monitoring the progress of projects involving outside contractors.
- Assist with washing of internal walls, e.g. classrooms, corridors and window cleaning.
- Assist with washing and cleaning of diffusers and replacing bulbs/tubes.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
- Assist with arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials, etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.

## Other duties

- Testing portable electrical equipment if trained and accredited to do so.

## General

- Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>
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