



## HEBDEN ROYD CE (VA) PRIMARY SCHOOL

### JOB DESCRIPTION

#### POST TITLE: CARETAKER/CLEANER

##### Prime Objectives of the Post

To be responsible for the care, cleaning and security of the School premises, contents and heating, to the standards required by the Governing Body, the Diocese, and the Headteacher and in compliance with all Health and Safety regulations.

##### 1. Key Holding and Security

- To be the main Key Holder and carry out security procedures for the buildings, facilities and grounds in accordance with school policy.
- The routine and non-routine opening and closing of premises (gates and doors).
- Test and operate fire and burglar alarms.
- Provide access to the premises in the event of fire, flood, breaking and entry and other emergency situations
- Liaise with contractors regarding opening and closing times especially in the school holidays.
- Report any trespass on the premises or damage from intruders.

##### 2. Building Operation.

- Operate the heating plant so that adequate temperatures are maintained throughout the premises and to ensure an adequate supply of hot water is provided within the statutory temperature range.
- Carry out routine and specified procedures / inspections on the equipment and facilities within the school eg. the sewerage and drainage systems.
- To operate the water, heating and electricity systems to the specified standards ensuring conservation measures are taken and monitor water temperatures.
- Liaise with contractors to arrange times and dates for servicing and maintenance.
- To ensure that our school meets all Health and Safety requirements by keeping the Compliance Log up to date and that it is adhered to.
- To carry out tests in compliance with Legionella tests etc.

##### 3. Handy Person Duties / Defect repair

- Undertake any minor tasks and repairs.
- Identify all known building and engineering minor defects and initiate initial action for their repair.
- Direct contractors to sites of repairs and maintenance work, confirming that the work has been completed and report deficiencies.
- Ensure that the needs of the contractors and the needs of the school are met to their mutual satisfaction.

##### 4. Cleaning Duties

- Organise and perform own cleaning duties to the required standard as specified by the Headteacher. (See appendix A)
- Ensure that all paving areas, paths, ramps, steps, entrances are kept free of litter and debris and are kept clean and safe
- Empty the litterbins on a regular basis.
- Ensure all water gratings are kept clear of debris
- In the interests of safety, remove snow from school paths up to the school door
- Perform occasional non-routine cleaning tasks, such as interior windows (of external walls), interior and exterior surfaces of doors.

- Ensure that the cleaner is supervised and monitor performance so that standards are maintained.
- Inform the Headteacher of any absences or of any other problems relating to the cleaning operation.
- Perform any other emergency cleaning as required during school hours.

#### **5. Waste / Pest control**

- Dispose of rubbish as instructed by the Headteacher and ensure unimpeded access for the refuse collection service
- Ensure that the building is kept clear of rubbish overnight
- Report all sightings of vermin / pests immediately
- Liaise with Calderdale Council in this respect

#### **6. Lettings**

- Carry out the required duties in connection with approved lettings and where necessary clean up afterwards.
- Organise and prepare rooms for school use eg. Governor Meetings; Parents' evenings; PTFA functions etc.

#### **7. Supplies and Materials**

- Take supply of and store as appropriate, stationery, materials and other goods, distributing deliveries around school as appropriate.
- Ensure that adequate supplies are available and that all care taking equipment that remain within the school are in a safe and workable condition.
- Carry out portage duties throughout the school.
- Ensure toilet areas have enough towels and toilet rolls to last throughout the day.
- Provide paper towels for all classes.

#### **8. Supervision and Inspection**

- Carry out administration processes, completing forms for the requisition of stores and other such forms as required.
- Arrange with the Headteacher for emergencies such as floods, damage to the school or emergency clean.
- Liaise with the cleaner regarding opening and closing school so that the daily schedule both in and out of term time can be achieved.

#### **9. Other Duties**

- Providing that the correct tools are available and work is carried out according to the terms of the 1974 Health and Safety at Work Act, to undertake handy person duties such as minor plumbing, repair or replacement of coat hooks, shelves, toilet furniture etc.
- Monitoring the condition of furniture and decorations.
- Check light switches, bulbs etc.
- Minor painting or decorating.
- Make safe damaged or missing flooring (tiles, carpets), work surfaces, fences, gates, furniture etc.
- Comply with the school emergency procedures with respect to fire, evacuation etc.
- Be a member of the alarm response group for the school out of school hours.
- Undertake such other duties as the Headteacher may determine from time to time and any other duties that may fall within the purview of the post.
- Not disclose information acquired whilst carrying out duties where such information is of a personal, sensitive or confidential nature.