

St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

Caretaker Job Description

Reporting to: *Operations Coordinator / Senior Caretaker*

Caretaker:

Department: *Site*

1. POST PURPOSE

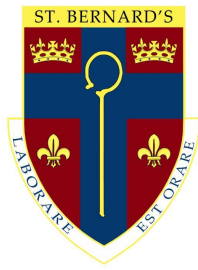
To contribute to the effective supervision, security and safe operation of premises

In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

2. SPECIFIC RESPONSIBILITIES

2.1. Organisation

- 2.1.1. Security of Premises and key holding
- 2.1.2. Ensuring the satisfactory heating of the premises and the economic use of utilities
- 2.1.3. Cleaning of external areas
- 2.1.4. Collecting litter of high risk areas
- 2.1.5. Treatment of paths and steps with salt, grit and sand during periods of ice and snow
- 2.1.6. Clearing of drains and gullies: cleaning of kitchen/refectory grease traps
- 2.1.7. Portage duties
- 2.1.8. Laying out, clearing and stacking furniture
- 2.1.9. General handyman duties
- 2.1.10. Building Maintenance tasks
- 2.1.11. Reporting defects to responsible person
- 2.1.12. Painting and decorating
- 2.1.13. Cleaning of specialist areas e.g. boiler rooms and toilets
- 2.1.14. Making arrangements and preparing for FE, Community and other after hours use as and when decided by the Head and Governing Body
- 2.1.15. Making arrangements for emergency maintenance outside normal office hours
- 2.1.16. Liaise with Contractors and suppliers accepting responsibility during out of hour periods when contractors and suppliers need to be on site – subject to reasonable notice being given



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2.2. Administration

- 2.2.1. Contribute in the development and maintenance of record/information systems
- 2.2.2. Regular gas/electricity/water meter readings

2.3. Resources

- 2.3.1. Replacing (to a safe height) electric lamps and tubes
- 2.3.2. Replenishment of supplies in toilets
- 2.3.3. Electrical appliance testing
- 2.3.4. External inspection of buildings from ground level, looking for early warning of problems
- 2.3.5. Undertake research and obtain information to inform decisions/Obtain quotes for rolling programmes such as painting and decorating
- 2.3.6. Order and arrange cleaning materials
- 2.3.7. Monitor standards of cleanliness of buildings by reference to cleaning specification
- 2.3.8. Be responsible for managing facilities including premises, lettings and associated income.
- 2.3.9. Health & Safety management e.g. checking of emergency fire exit doors

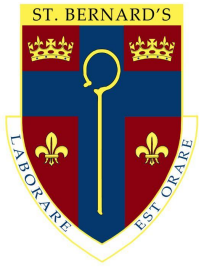
3. SUPPORT FOR THE SCHOOL

- 3.1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.2. Be aware of and support difference and ensure equal access to opportunities for all.
- 3.3. Provide First Aid as and when appropriate.
- 3.4. Establish constructive relationships and communicate with contractors, in liaison with the appropriate staff.
- 3.5. Attend and participate in meetings as directed.
- 3.6. Participate in training and other learning activities as required.
- 3.7. Recognise own strengths and areas of expertise and use these to advise and support others.

4. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 4.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- 4.2. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- 4.3. To develop effective professional relationships with colleagues.
- 4.4. To actively support the corporate policies of the school.
- 4.5. To comply with the school's Health and Safety Policy.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

5. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(Caretaker)

Date _____

Signed _____
(Line Manager)

Date _____