


Job Description

	Job Title	School Premises Staff (Caretaker) – Level 1
	School	Barham Primary School
	Location	Danethorpe Road, Wembley
	Grade	Scale 2 – (Points 3 – 4)
	Reports to	Facilities Manager
	Staffing Responsibility	
	Restricted	No

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To assist, under the direction/instruction of appropriate senior staff, in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.
- 1.2 To contribute to the overall ethos, work and aims of the school

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient)).

- 2.1 Maintain the security of school and related premises/areas including:
 - locking and unlocking school buildings and areas;
 - securing entrances/exits as appropriate and reporting potential security breaches;
 - assisting with regular security checks;
 - operating alarm systems where appropriate;
 - supervision of schools premises lettings;
 - provision of emergency access to the school site.
- 2.2 Ensure the maintenance of a clean and orderly working environment, and assist in the maintenance and cleaning of the school and related premises/areas, including:
 - minor repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture;
 - reporting faulty equipment & other maintenance requirements to appropriate person;
 - operating heating plant, cooling and lighting systems;
 - collecting and assembling waste for collection;

- undertaking cleaning duties including graffiti removal and litter-picking, and emergency cleaning duties;
 - refilling and replacing consumables e.g. soap & towels
 - undertaking routine “client” tasks in connection with premises-related contractors, for example, cleaning and grounds maintenance;
 - undertaking activities to maintain a safe and clean external environment, for example, winter gritting of playgrounds, paths, etc.;
 - ensuring lights and other equipment are switched off as appropriate
- 2.3 Assist and participate in the organisation and movement of furniture within the building.
- 2.4 Maintain and arrange orderly and secure storage of supplies, and assist with the receipt, distribution, collection and despatch of goods.
- 2.5 Prepare and layout routine equipment/resources/materials, and operate everyday equipment, in accordance with instructions.
- 2.6 Undertake basic record keeping as directed.
- 2.7 Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- 2.8 Contribute to the overall ethos, work and aims of the school.
- 2.9 Attend relevant meetings and participate in training and development activities and programmes as required.
- 2.10 Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- 2.11 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
- child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- 2.12 Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.