


## Job Description

 <b>Brent</b>	<b>Job Title</b>	School Premises (Caretaker) – Level 2
	<b>School</b>	Barham Primary School
	<b>Location</b>	Danethorpe Road, Wembley, HA0 4RQ
	<b>Grade</b>	Scale 4
	<b>Reports to</b>	
	<b>Staffing Responsibility</b>	
	<b>Restricted</b>	No

### 1. Job Purpose:

*(Summary of the overall purpose of the job)*

- 1.1 To provide, under the instruction and guidance of appropriate senior staff, maintenance & security services on school sites & premises.
- 1.2 To ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- 1.3 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
- maintenance of swimming pool (if applicable) and other specialist sports equipment following specialist training.

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 lay out routine equipment/resources/materials, and operate everyday equipment, in accordance with instructions.

2.6 Organise and carry out minor improvement work as agreed with the Head-teacher, for example, minor decoration programmes, erecting shelves, notice boards, bookshelves etc.

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.