



We are looking to appoint a caretaker in our friendly and nurturing school, who can undertake cleaning, security, health and safety compliance and general maintenance. We are happy to be flexible with the split shift hours for the right candidate but will need to ensure the gate times are covered at the beginning and end of day.

For more information or an informal chat, please contact Amy Vine, School Business Manager on 01803 873398 or avine@kingskerswell.devon.sch.uk.

Job Description

Main Job purpose

To carry out a full range of duties to provide for high standards of cleanliness and general security and maintenance of school premises. To include handyperson activities and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Head teacher or other nominated per-son.

Main responsibilities

1. To ensure the cleaning is maintained in the hall, reception and offices on a daily basis. This involves hovering, washing hall floor, cleaning edges and ledges, table tops, glass/windows, staff toilets and staffroom.
2. As the main key holder be responsible for the security of the school premises.
3. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
4. To undertake regular checks on alarm systems, emergency lighting and fire extinguishers and report any problems arising.
5. To identify and report building, furnishing or fittings deficiencies to the Business manager and to undertake any remedial action. This may involve obtaining quotes or arranging emergency repairs from external contractors.
6. To undertake a range of handyperson duties as directed by the Business manager to contribute to the maintenance of the school premises, e.g. remedial painting and

decorating, repairs to fittings and small scale improvements, fitting shelves or noticeboards.

7. To escort contractors to site of repairs and maintenance and, when appropriate monitor the safety of their working practices/quality of work.

8. To ensure that adequate supplies of fuel and water are available at all times.

9. To monitor usage of fuel, electricity, water and take meter readings as required.

10. To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required.

11. To be responsible for general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access and parent, pupil and staff safety in periods of severe weather conditions, treating main entrances, paths, car park and yard areas with salt/grit as appropriate.

12. To maintain staff and pupil cloakroom and toilet facilities in working order and ensure that appropriate supplies of consumables are available. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets.

13. To set out/put away furniture for school events, and undertake general portering as required by the Business manager.

14. To make appropriate arrangements for the collection of school waste.

15. Regular cleaning of designated areas of the school building and grounds according to instructions.

Health and safety:

- Comply with the requirements of the Health and Safety at Work Regulations
- Take reasonable care for the Health and Safety of yourself and others
- Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
- To perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head teacher, Business manager or other nominated person.

Resources

Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and some chemicals will be used on a regular basis. Basic understanding of the operation of the schools alarm system and heating system will be required. Training will be arranged as necessary.

Knowledge and skills

- Willingness to undertake training
- Supervision and management
- You will often be required to work without direct supervision i.e. during school holidays and follow 'lone working' guidelines.
- Key contacts and relationships
- Daily contact with the Head teacher or other nominated staff and cleaners.
- General contact with other school staff and suppliers.
- The caretaker is expected to attend any training/meetings required in order to satisfactorily carry out any of the above requirements.
- In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment.

This role requires a DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Please find an application form below. Please send your completed application form to admin@kingskerswell.devon.sch.uk by **12 noon on the closing date**.
Interview Date: 9am 24th July 2023