



WREXHAM COUNTY BOROUGH COUNCIL

JOB DESCRIPTION

POST: SCHOOL CARETAKER – Ysgol Bryn Alyn, Gwersyllt

The duties and responsibilities of a caretaker may vary from school to school, the school will need to adapt the job description to reflect local requirements.

PURPOSE:

Responsible under the direction of the Headteacher, or designated person for the maintenance of school premises (internal & external)

Provide a high quality maintenance service within the school including cleaning, lighting, and heating, decoration.

Carry out routine and non-routine security procedures for school buildings and grounds, including as key holder, opening and closing of school grounds and premises.

DIMENSIONS (as per school)

MAIN DUTIES AND RESPONSIBILITIES

Lighting and heating

- ◆ Operating the heating plant in accordance with guidelines
- ◆ Maintain boiler and plant rooms as appropriate
- ◆ Report any defects in lighting or heating immediately

Cleaning

- ◆ As directed by the Head Teacher
- ◆ As required, organise cleaning staff to ensure the cleaning of classroom areas and school premises

School Premises

- ◆ Unlock school building each morning and check for any damage or vandalism, report this and clear up as necessary

School premises maintenance

- ◆ Clearing of weeds, rubbish from grounds
- ◆ Emptying of bins

- ◆ Maintaining storage areas in a clean and tidy condition
 - ◆ Safe use and storage of equipment
 - ◆ Ensuring adequate stocks of toiletries and distributing these as required
 - ◆ Storekeeping as appropriate
 - ◆ Carry out minor repairs
 - ◆ Carry out all routine procedures

 - ◆ **Monitoring of contractors work on site**
 - ◆ Make arrangements via the Head Teacher for repairs or maintenance beyond the capability of the Caretaker to be carried out by contractor
 - ◆ Monitor building cleaning and ground maintenance work carried out by contractors in accordance with set procedures

 - ◆ **Ad-hoc emergencies**
- Responding to these as required.

RESOURCES

- ◆ Use appropriate maintenance tools, and be responsible for their safe-keeping.

Undertake other duties as required by your Headteacher and/or Supervisor.

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

Cleaner

Supervision of contractors on site

CONTACTS

(Delete or add those relevant to the post)

Headteacher

Deputy Headteacher

All Teaching/Non Teaching Staff

Pupils

Parents

Governors

Suppliers

Council employees

NB-

Supervision and Management –

Secondary Schools – It is assumed that there is no supervision/management of people

Primary Schools – It is assumed that there is some supervision of cleaners, of up to 5 people

Resources –

Secondary Schools – Recognition has been given for proper use and safekeeping of major physical resources, recognising the larger school site

Primary School – For proper use and safe keeping of stock, supplies, etc.

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PERSON SPECIFICATION

POST: CARETAKER

ITEM	ESSENTIAL	DESIRABLE
Qualifications		CORGI/plumbing Electrical Engineering Health and Safety qualifications e.g. NEBOSH
Experience	Experience of maintenance, plumbing, electrics, and general DIY	
Knowledge and Skills	Numeracy, literacy Health and safety legislation Interpersonal skills Cleaning/deep cleaning Decorating Plumbing and electrical repairs/maintenance	COSHH

ADDENDUM

Moving and setting out furniture (Manual Handling)

Distribution of deliveries to staff

Decorating

DIY/Small projects

Driving of minibus

Training will be provided for

Minibus driving (if applicable)

Manual Handling

Working at Heights