St Margaret's
Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU
Tel: 01268-552176
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Executive Headteacher: Miss S Finch
Head of School: Mrs A Leonard

Job Description
Caretaker / Cleaner in Charge

Job Title	Caretaker/Cleaner-in-Charge
Grade	Scale 3 £19,559 FTE / £14,569.03 Pro Rata
Reports to	Executive Headteacher/Head of School
Responsible for	Cleaning Team
Liaison with	Executive Headteacher/Head of School/School staff and contractors
Job Purpose	To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including porterage, cleaning and maintenance.
Duties	The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder. **Security and Supervision** • To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s). • Providing access, where possible, to the premises and class-rooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence. • Attempting to prevent unauthorised access onto the school premises or grounds.

'God's word is a lamp to guide our feet and a light for our path'
Inspired by Psalm 119:105

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The Church of England in Essex and East London
Diocese of Chelmsford

Vine
Diocese of Chelmsford Vine Schools Trust

SCHOOL GAMES SILVER 2015/16

	Caretaking and maintenance • Undertaking cleaning of allocated area(s), and secondary cleaning. • Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Window cleaning, where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Washing and cleaning of diffusers and replacing bulbs/tubes. • Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Executive Headteacher/Head of School • Drawing the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the premises which is beyond the competence of the caretaking staff. • Carrying out minor first line repairs and maintenance which are not beyond the scope and capability of the postholder including:- ➢ plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc; ➢ redecoration as appropriate ➢ weekly / monthly PPM check as in line with EVERY Management System ➢ Updating site management systems with outcomes of weekly and monthly checks. Full training can be provided. ➢ plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings; ➢ fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc; ➢ glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and

	external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level; • Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean. • Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc. • Ensuring that adequate supplies of cleaning materials and other supplies are available. • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. • Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate. • Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding. • Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage. **Other duties** • Testing portable electrical equipment if trained and accredited to do so. • Planning of own work. • Undertaking letting and related duties as appropriate in accordance with the provincial agreement. • Preparing the school premises and site for out of school activities. • Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs. **General** • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.

	• Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body. • The duties may be varied by the Executive Headteacher/Head of School Governing Body to meet changed circumstances in a manner compatible with the post held.
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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