



Job Description – Caretaker

Purpose of the role

Reporting to the Premises Manager and working as an integral part of the Maintenance Team, the Caretaker will support the day to day running of the school by ensuring that cleaning and ongoing maintenance is carried out promptly and to the required standards, and will ensure the security of the school buildings and site at all times. This will often involve multi-tasking and a variety of skills will need to be deployed.

Key responsibilities

These include but are not limited to the following:

- Ensuring the buildings, grounds and services are maintained on an ongoing basis and in accordance with all health and safety requirements.
- Ensuring appropriate levels of cleanliness are maintained throughout the school. This to be done in conjunction with contracted cleaners who will also be allocated areas of the school to clean.
- At key times during the day, such as after break and lunch, check that the toilets are clean and replenish supplies where necessary.
- Clean the lunch room after lunch service and set out/put away tables and chairs as necessary.
- Disposal of school rubbish, during and at the end of the school day.
- Assist with weekly fire alarm tests and termly drills in line with College policy
- Respond to call outs in respect of fire alarms, police, etc.
- Ensure the school grounds and playgrounds are maintained and kept tidy. This includes mowing, leaf clearance, hedge cutting, strimming and other duties as assigned.
- Shampoo carpets in the school holidays and clean the outside of the windows.
- Move furniture and set up classrooms, assembly hall and other areas up when needed.
- Directing school traffic (preferably as a Constable).
- Inform the Office Manager when cleaning supplies are required.
- Arrange to deliver orders such as books, stationery, photocopier paper to the appropriate member of staff/location.
- During school holidays, assist the maintenance staff with other duties such as painting.
- Setting up and assisting at school events, including evenings and weekends.
- Setting up and assisting hirers of school facilities, including evenings and weekends.



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- Driving the school minibuses when required (desirable not essential– Cat D1).
- To be fully supportive of the Catholic ethos and aims of Blanchelande College.
- Any other duties as assigned

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Bursar or Premises Manager. Due to the nature of the role, this will involve working at weekends and during evenings. The particular duties/responsibilities listed here may be reviewed from time to time at the request of the Bursar or post holder as circumstances make necessary.

I hereby confirm acceptance of the above:

Name:

Signed:

Date: