



"We learn together, we play together, we pray together, we grow together in the love of God"

St. Theresa's is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

School Facilities – Job description outlined in more detail

1. REPORTING ARRANGEMENTS

1.1 Directly to the Head teacher, Deputy Head teacher or School Office Manager.

2. CONTEXT AND PURPOSE OF JOB

2.1 To maintain the school in a good state of repair and appearance.

2.2 To ensure the security, health and safety and work with contract staff to ensure the cleanliness of the school.

2.3 To ensure all tasks are carried out in compliance with the Borough and School Health and Safety Statements.

2.4 To participate fully in all aspects of the life of the school, maintaining good relationships with children, staff, parents and visitors.

3. PRINCIPAL ACCOUNTABILITIES

3.1 Security

3.1.1 Opening and securing the school premises on a routine and non routine basis.

3.1.2 Reporting breaches of security.

3.1.3 Dealing with enquiries from members of the public.

3.1.4 Checking and reporting:
Fire alarm systems
Burglar Alarm systems.

3.1.5 Reporting cases of illegal entry to police and allowing access if required.

3.1.6 Securing valuable items of equipment left unsecured, especially during holiday periods.

- 3.1.7 Ensuring external/internal security lights are in good working order.
- 3.1.8 Ensuring that unauthorised parking of vehicles does not occur.
- 3.1.9 Preventing trespass, including challenging identity of unknown persons and escorting individuals to school office.
- 3.1.10 To patrol the school gate at the beginning and end of the day to ensure no unauthorised cars enter the school.

3.2 Heating

- 3.2.1 Operating heating plant to ensure adequate supplies of hot water and acceptable temperature are maintained.
- 3.2.2 Undertaking regular checks of the boiler and plant, as laid down in the School's Premises Maintenance Policy.
- 3.2.3 Cleaning of Boiler house and plant, ensuring boiler house is kept free of combustible materials.
- 3.2.4 Ensuring all air vents and air ducts remain unobstructed.
- 3.2.5 Report defects to the Head teacher/Deputy Head teacher/School Office Manager.
- 3.2.6 Carrying out frost precaution procedures.
- 3.2.7 Inspecting insulating of pipes, which can easily be seen on a regular basis, and reporting defects.
- 3.2.8 Venting radiators as required.

3.3 Fire Precautions

- 3.3.1 Check alarm system, activators and bells on regular basis in accordance with procedures.
- 3.3.2 Record Fire Alarm log.
- 3.3.3 Checking fire appliances and reporting defects to the Head teacher/School Office Manager and to the local authority's fire officer.
- 3.3.4 Ensuring fire doors, escapes and exit routes are left unobstructed and in good order.
- 3.3.5 Participating in fire drills in liaison with the Head teacher/Office Manager.

3.4 Health and Safety

- 3.4.1 Checking for trailing leads and cables.
- 3.4.2 Checking that unnecessary plugs are taken out each night.

- 3.4.3 Fitting replacement plugs to electrical items, as necessary, ensuring correct fuse ratings. Inspection of supply leads
- 3.4.4 PAT test all the electrical equipment on an annual basis and reporting any defective electrical equipment.
- 3.4.5 Checking all high access equipment (ladders etc).
- 3.4.6 Withdrawing defective equipment from use pending repair, following consultation with Head teacher.
- 3.4.7 Reporting any dangerous or hazardous occurrences and taking appropriate action.
- 3.4.8 Running mains water for a specified period to remove static water from pipes – usually after the holidays.
- 3.4.9 Clearing up silt from floors and furniture when on active duty (in accordance with appropriate procedures).
- 3.4.10 Clearing up offensive substances within the school & grounds.
- 3.4.11 To be aware of COSHH regulations and take appropriate action when using substances in school.
- 3.4.12 Up-dating the Health and Safety Audit by liaising with the Head teacher/School Office Manager.
- 3.4.13 Carry out Health and Safety checks of equipment as directed.
- 3.4.14 Carry out annual PAT testing of equipment on a rota basis, ensuring equipment is calibrated regularly.
- 3.4.15 Ensure corridors and fire exits are clear of any obstructions.

3.5 Toilets

- 3.5.1 Frequent inspection and cleaning as directed or as required to prevent build up of odour.
- 3.5.2 Removal of offensive graffiti, in accordance with Council Procedures.
- 3.5.3 Order & replenishing toilet requisites, as required.

3.6 Lights

- 3.6.1 Ensure lights are in good working order.
- 3.6.2 Carrying out tube and bulb replacement in accessible areas.
- 3.6.3 Ensuring efficient use of lights and compliance with energy conservation.
- 3.6.4 Reporting all electrical defects.

3.6 Cleaning

- 3.7.1 Regular cleaning of the building and site not part of the cleaning contract including litter, spillages, daily before and after school of dining hall toilets and daily cleaning of the family room.
- 3.6.2 Taking down and cleaning light fittings.
- 3.6.3 Any duties, as instructed by the Head teacher, required relating to contract monitoring, including being available to provide access to the building for monitoring purposes.
- 3.6.4 Daily monitoring of the contract cleaning standard and the listing of areas not cleaned top standard in the site book, which will be passed to the School Office Manager.
- 3.6.5 Subject to other duties, clean essential areas, on instruction from Head teacher, that form part of the Contract but may for one reason or another not have been cleaned prior to the commencement of the school day.
- 3.6.6 Ensure the premises are in a satisfactory state prior to letting, including some cleaning. When letting obstructs the cleaning contract, the Caretaker, in conjunction with the Head teacher/School Office Manager, will decide how best the areas can be cleaned in readiness for the next day.
- 3.6.7 During holiday periods – to complete normal tasks on a daily basis and to bring up to standard any work required a part of the Caretaker duties.
- 3.6.8 Ensure the dining hall, dining hall toilets and family room are kept clean for the Holiday Club.
- 3.6.9 Maintain playground woodwork including any garden benches, picnic tables, sand pits etc. on a regular basis.
- 3.6.10 Ensure the premises are in a satisfactory state prior to letting, including some cleaning.
- 3.6.11 When the premises are in use for an open day/evening the Caretaker and Head teacher/School Office Manager must agree the cleaning schedule in advance.

3.8 Contractors/Tradesmen

- 3.8.1 Initiating processing and progressing responsive maintenance works orders, in liaison with the Head teacher/School Office Manager.
- 3.8.2 Ensure contractors are signed in and accompanied at all times. Caretaker to inform Head teacher/Office Manager of completion of work and if necessary report any concerns.
- 3.8.3 Arranging access.
- 3.8.4 Ensuring contractors remove debris from site.

3.8.5 Liaising with Head teacher/School Office Manager and contractors to ensure adequate preparation and precautions are taken.

3.8.6 Ensuring that contractors on site observe Health and Safety Regulations.

3.9 Outside Areas

3.9.1 Keeping drains and gullies free flowing, including unblocking drains and gullies.

3.9.2 Retrieving balls from flat roof and gutters where safe access is available, if not, to a maximum of 5 m. using acceptable safe practices. Ladder training will be provided.

3.9.3 Ensuring all rubbish and food waste and ensuring all waste is removed to the dustbins area daily.

3.9.4 Clearing snow, spreading salt and making safe accesses to school during inclement weather, in accordance with the Borough's Snow Clearing Policy.

3.9.5 Keeping all paths and hard surfaces free from litter, debris and weeds.

3.9.6 Emptying playground litter bins weekly.

3.9.7 Keeping boundary fences and hedges free from litter.

3.9.8 Keeping flowerbeds tidy and litter free.

3.9.9 Using hand blower to keep paths/playground clear.

3.10 General Duties/Handyman Duties

3.10.1 Lubricating locks, gates, paladin bin wheels, pumps and machinery as appropriate.

3.10.2 Repair, replacement or renewal of:-

- Door handles
- Door closures
- Yale and simple mortise locks
- Shelving (spur type)
- Pin boards
- Limited painting (eg toilets)
- Wooden desks/tables
- Coat hooks
- Equipment/toys (not electrical)
- Odd thermoplastic tiles and woodblocks (to manufactures instructions)
- Fitting towel dispensers
- Fitting toilet roll holders/dispensers
- Soap dispensers
- Fitting and repair of curtain rails
- Toilet seats
- Fitting of plugs and chains to basins
- Other reasonable 'small jobs' as agreed

- 3.10.3 Replacing radio-controlled clock batteries on an annual basis.
- 3.10.4 Boarding and making safe broken windows and reporting the Head teacher/School Office Manager.
- 3.10.5 Undertaking appointed persons duties as directed by the Head teacher/School Office Manager.
- 3.10.6 Undertaking duties logged in the Caretakers Schedule and weekly list.
- 3.10.7 Keeping cleaning materials, toilet requisites in an orderly fashion and maintaining an inventory of stock, ordering replacement stock as necessary.
- 3.10.8 Sort recyclable materials into correct storage facilities ensuring bins are put out weekly
- 3.10.9 To collect the fruit delivery and distribute to classrooms.
- 3.10.10 To distribute milk to Early Years Foundation Stage class.

3.11 Administration

- 3.11.1 Regular site meetings with Head teacher/School Office Manager.
- 3.11.2 Planning with Head teacher/School Office Manager a programme of minor maintenance.
- 3.11.3 Keeping records and comply with all relevant Health and Safety matters, including training, COSHH regulations and maintenance of equipment.
- 3.11.4 Attend appropriate training courses
- 3.11.5 Maintain record of weekly fire checks.
- 3.11.6 Ensure appropriate records for PAT testing are kept.
- 3.11.7 Under the direction of the Head Teacher/School Office Manager gain quotes for specified work.
- 3.11.8 To check deliveries against delivery notes and distribute as appropriate.

4 FLEXIBILITY

- 4.1** In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.