



<b>Job Title:</b>	Caretaker
<b>Salary / Grade:</b>	Grade 3
<b>Hours:</b>	Monday - Friday term time only 17.5 hours. 6.45 - 10.15a.m. plus 4 weeks in the school holidays
<b>Contract type:</b>	Permanent. The contract is with the River Learning Trust who have an agreement in place with the Gallery Trust as the hours are split between both Trusts and Schools.
<b>Responsible to:</b>	Facilities Manager

**Job Purpose:**

To ensure the high standards of cleanliness, hygiene and presentation are maintained throughout the premises

**Objectives:**

- unlock the Bronze Barrow and Wood Green sites each morning; lock and unlock Bronze Barrow side gates and report any security / site issues to the Facilities Manager
- carry out daily cleaning tasks
- carry out termly and annual cleaning tasks
- reporting directly to the Facilities Manager
- have a working understanding of the buildings plant rooms to support short term absence of the Facilities Manager
- be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

**Principal responsibility areas:**

- to unlock both sites and secure side gates at the Bronze Barrow site
- to monitor and order the stock of common cleaning materials
- to work with other colleagues in the Premises Team and support the Facilities Manager
- to complete a designated list of cleaning duties as directed by the Facilities Manager. Specific areas are allocated for cleaners, these can change under direction from the Facilities Manager and as required. This could include supporting the Springfield secondary site in exceptional circumstances.
- to monitor the cleanliness of the school buildings and grounds and to take action when our high standards are not being maintained
- to report any health and safety issues that have been noted directly to the Facilities Manager

**Key Tasks:**

**On a daily basis:**

- unlock main entrance and deactivate alarms and unlock all fire exits at the primary and secondary sites each morning



- lock and unlock side and playground gates at Bronze Barrow site
- vacuuming all carpeted areas
- cleaning reception surfaces
- cleaning and disinfecting all adult / pupil toilet areas including floors
- replenishing toilet rolls, paper towels as required
- cleaning sinks, surfaces and floors in shared areas
- cleaning all table tops in classrooms
- emptying bins in all areas and replenishing bin liners
- spot cleaning carpet areas as required

### **On a weekly basis:**

- check classroom chairs and spot clean as necessary
- clean all office desks
- spot clean windows (including vision panels in classroom doors)
- remove cobwebs
- clean telephones
- clean the hall floor
- empty recycling bins across the sites

These duties will be carried out by the cleaning team on an agreed rota. Other duties may be required to maintain the high standards of cleanliness and presentation that are expected.

Annually there will be a range of duties that will be organised by the Facilities Manager. Some overtime may be available to ensure these duties are adequately carried out.

We have a leave of absence policy in school whereby we do not agree to any term time only staff taking holidays during term time.

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.



# Springfield and Madley Brook Schools Job Description

