

## Job Description: Maintenance Officer

Job Title: \_School Maintenance Officer (Caretaker and Cleaning responsibilities)

Hours of Work: Full Time (37 hours)

Responsible to: \_Headteacher

Grade: NJC SCP 3/4 - £18562/ £18933

Working across 2 Schools: Daresbury Primary School, Chester Rd, Daresbury, Warrington, WA4 4AJ, Palacefields Primary School  
Badger Close, Palace Fields, WA7 2QW

Holidays: \_25 days rising to 30 days after five years. Holidays are expected to be taken during school closures but is at the discretion of the Head Teacher.

### Job Purpose:

To be responsible for the security of the premises and its contents. This includes being the registered key holder. To ensure that the lighting and heating systems are in good working condition. To carry out cleaning of the school premises. This job role includes Caretaker and Cleaning job responsibilities as set out below.

### Summary of Cleaning Duties:

- To provide a clean, healthy and safe environment to support the school's aim to provide a high quality education to all pupil's.
- To be responsible for cleaning designated areas of the school as directed by the Supervisor/ Head Teacher.
- Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
- Use all cleaning equipment safely and correctly and in accordance to standard operating practice.
- Close all windows, switch off all unnecessary lights and appliances at the end of cleaning an area.
- Never clean (mop) floors with pupils or staff present in the room and always display appropriate signage with regards to wet, slippery surfaces.

## Summary of Caretaker Duties:

- To be responsible for the care of the premises, including checking of the security of the premises when on duty and informing the Police of any trespassers on the school grounds.
- To be responsible for the unlocking and locking of the building at the start of each school day.
- To take precautions against frost damage to internal and external water systems and heating apparatus.
- To keep all caretaking cleaning equipment in a clean working condition.
- To remove graffiti immediately.
- To check the heating installation daily during the heating season and to maintain fuel supplies in the use of water, gas, electricity and heating fuel.
- To keep clear way through snow so that pupils have access to the school rooms.
- Weekly checks including fire alarm checks and temperature checks.

## LIST OF MAINTENANCE AND MINOR REPAIRS WHICH COULD BE UNDERTAKEN BY CARETAKERS

### MAINTENANCE

#### **External**

1. Clean out rainwater gullies and road gullies (within school site).
2. Oil and grease school gates, as required.
3. Picking up of litter in planted areas and hedge rows, when required.
4. Regular sweeping of pathways.

#### **Internal**

Cleaning of PE equipment, when required.

#### Minor Repairs

1. Replace tap washers to sanitary fittings.
2. Replace waste plugs and chains.
3. Clean out waste traps and chemical diluters in line with Borough Council Health and Safety Guidelines.

4. Clean out waste pipes as required.
5. Fill holes or depressions in plastered walls.
6. Refix door ironmongery, as required.
7. Refix window ironmongery, as required, up to 8 feet high
8. Refix Small items of ironmongery, e.g. toilet roll holders, notices etc.
9. Remove graffiti, as required.

and job Description Caretaker HBC.doc

10. Replace and reposition suspended ceiling panels, as required.
11. Ensure self-close doors operate and adjust as necessary.
12. Minor repairs to furniture.

### **Engineering**

1. Replace light tubes and starters up to 3.50m high
2. Clean out filter systemisers.
3. Clean filters to air heaters, as required, up to 2.75m.
4. Replace filters to air heaters, as required, up to 2.75m
5. Set time clocks, as required.
6. Set optimisers.
7. Check setting of thermostats.
8. Change over heating and hot water pumps, as required.
9. Oil and grease heating equipment, e.g. pumps, as required.
10. Bleeding radiators, as required