



Westcliff High School  
for Boys

# JOB DESCRIPTION

## CARETAKER

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### SALARY

Spinal Point 3 (currently £18,887) – Actual salary 17,610 (pro rata – 34.5 hours/week)

### JOB DESCRIPTION

To be responsible to the Premises Manager, and through them, to the Director of Operations, for a range of duties relating to the smooth day-to-day running of the School, the security of the buildings and property and the care, appearance and cleanliness of the School site and premises. The Caretaker will carry out any specific instructions given to them by the Premises Manager, Director of Operations and by the Headmaster and will work to a daily schedule which should be followed unless directed otherwise. The daily schedule will encompass the following:

The Caretaker will be responsible for the following areas:

- The security of the premises and their contents including the operation of fire and burglar alarms and keyholder responsibilities.
- Porterage duties including the receipt of packages, furniture, equipment and other School supplies and the transfer of deliveries within the School and to the School from elsewhere.
- Reporting to the Premises Manager any repairs to or maintenance of the building which may require the use of an external contractor.
- Receiving and handling instructions concerning the letting of the School premises, including preparing for and clearing up after these activities and restoring normal School life.
- Providing access, if possible, to the School in the event of snow or minor flooding or similar emergency situations.
- Operating the heating plant so that the required temperatures are maintained in the School premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- The Caretaker will undertake painting, maintenance, small plumbing works, and other repairs referred to him/her by the Premises Manager.

The Caretaker will have particular regard to:

- the removal of litter within and outside the building and the emptying of bins, the sweeping of paths and the removal of leaves, dirt and debris from gullies.
- the prompt removal of graffiti or chewing gum from desks and elsewhere.
- the removal of internal and external display notices, signs, etc. once the event has taken place.
- the preparation of the School for special occasions or evening activities with particular regard to seating, the appearance of the stage, the functioning of the public address system, the closure of curtains and the preliminary setting up (if appropriate) of refreshment facilities.
- in relation to evening functions to be, as requested, a permanent presence throughout and to be directly on hand to deal with difficulties as necessary.
- to contribute, as appropriate, to the daily clearing and cleaning of the School.

### HOURS OF WORK

The Caretaker will work according to the contract provided. The Caretaker will also be expected to undertake overtime as required to cover evening or weekend activities. Such additional work will be recognised through overtime and let payments. The Caretaker will be entitled to leave amounting to 22 days each year in addition to statutory holidays. This will increase to 25 days after 5 years service. These will be taken during School



holidays and will be agreed with the Director of Operations. Provision from holiday entitlement is to be made for Christmas closedown of 3 days.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the Designated Safeguarding Lead. It is an offence for persons who have been barred from working with children to apply for this position.




This non-contractual job description is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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