

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

EDUCATION AND CHILDREN'S SERVICES

DUTIES OF CARETAKER/HANDYPERSON

1. LINE MANAGEMENT

The Caretaker is an employee of the Council but will be responsible to the Headteacher for the satisfactory completion of his/her duties. The Caretaker is required to undertake the following duties in order that the school buildings and environment are maintained to the high standards expected by pupils and staff of the school.

Hours of Duties

The Caretaker will work 37 hours per week as set out below, but a "flexible" approach to duty hours is essential.

Monday – Friday plus weekend stoking arrangements - hours to be arranged with Headteacher.

Leave Arrangements

Annual leave must be taken during school holiday periods (except with the prior consent of the Headteacher).

Wage

Wages will be paid in accordance with the National Agreement on Pay and Conditions of Service.

During the heating season the Caretaker will be required to check the heating systems on weekends for which overtime rates are payable.

2. DUTIES

2.1.1 Responsible for the opening and closing of the school buildings, at arranged times in consultation with the Headteacher, ensuring that all doors, windows and gates are locked each night.

2.1.2 Responsible for the security of the premises and to respond to any calls which may be made as a result of the burglar alarm being activated.

N.B. Subject to the Local Education Authority Guidelines Document on Security of School Premises the Caretaker, being responsible for security, will be the custodian of keys for those premises for which he/she has responsibility. This does not mean that the Caretaker is the sole owner of the keys and he/she must relinquish the keys to the Headteacher when requested to do so.

2.2. Responsible for the lighting and heating of the premises.

2.3 Responsible for the cleaning of the premises including:-

- i. Cleaning personal cleaning area, in accordance with previously agreed guidelines, as detailed below:-

Area of School	Area to be cleaned by caretaker or the caretaker/handyperson
6,501 to 10,000sq.ft	7,200sq.ft
10,001 to 14,000sq.ft	6,000sq.ft
14,001 to 18,000sq.ft	4,800sq.ft
18,001 to 22,000sq.ft	3,600sq.ft
22,001 to 26,000sq.ft	2,400sq.ft
26,001 to 30,000sq.ft	1,200sq.ft
30,001 to 35,000sq.ft	NIL
OVER 35,000sq.ft	NIL

- ii. Monitoring cleaning undertaken by contractors' cleaners. Any deficiencies should initially be reported to the Headteacher, thereafter to the **Contract Compliance Officer**.
- iii. **Supervising cleaning undertaken by cleaners directly employed by the school.**
- iv. The Headteacher will introduce a check list to assist the Caretaker in carrying out this monitoring role.
- v. Responsibilities during the day, when cleaners not available, for cleaning toilets and emergency spillage's as directed by the Headteacher.
- vi. Cleaning toilets following evening use where other arrangements have not been made.
- vii. Removal of graffiti from walls etc.

2.4 Portage duties, **paying attention to Health and Safety guidelines.**

2.5 Supervision of the whole of the premises in accordance with the hours set out above.

2.6 Personal responsibilities for ensuring that all paved areas within the site are kept clean, tidy, litter and weed free. The Caretaker is also responsible for keeping grassed areas litter free.

2.7 Record and update position of service outlets (gas, electric, oil and water), and assist with location for inspection purposes etc., as and when necessary.

- 2.8 Cleaning all surface gullies. During periods of dry weather, drainage gullies must be kept topped up with water so as to avoid smells.
- 2.9 Cleaning gutters periodically to keep them clear of accumulations (see attached procedural document.)
- 2.10 Disinfecting, as required by the Headteacher, all drains, W.C.'s and refuse bins.
- 2.11 When required the Caretaker must personally superintend outside use of premises.
- 2.12 Ensuring that all premises are thoroughly cleaned, aired and, if appropriate, heated by the re-opening day after all holiday periods.
- 2.13 The Caretaker is responsible for checking the receipt of cleaning materials and maintaining consumption records of water, gas, electricity, oil and any other fuel (see attached procedural document).
- 2.14 During periods of severe weather, it shall be the Caretaker's responsibility to take such measures as may be necessary to prevent freezing of water systems and paths etc., so as to keep premises functional.
- 2.15 "Household" type maintenance duties such as:-
 - i. reasonable painting duties **for example doors and skirting boards**
 - ii. repair/replacement of broken fixtures and fittings **including light fittings**
 - iii. erection of domestic type shelving
 - iv. general plumbing duties **such as replacing plastic fittings and tap washers**
- Please note: Under no circumstances should electrical maintenance or tasks involving the Caretaker/Handyperson working above heights of 12 feet be undertaken.**
- 2.16 Such other duties relating to the use of the premises commensurate with the level and responsibilities of the post.

3. **GOOD HOUSEKEEPING IN LINE WITH FIRE SERVICE RECOMMENDATIONS INCLUDING:-**

- a. responding to their periodic instructions
- b. maintaining correct fire notices throughout the building.

PROCEDURAL DOCUMENT

The following procedural guidelines are for the purpose of assisting Headteachers when examining the roles and duties of Caretaker/Handypersons.

Due regard must be given to the requirements of the Health and Safety at Work Act (1974) which impose a “duty of care” upon employers to take reasonable steps to ensure a safe and secure working environment for all staff. Furthermore, training should be provided to enable Caretakers to competently and safely carry out their duties and protective clothing issued when required. Circulars are also available from the Department's Health and Safety Officer highlighting various aspects of health and safety legislation and good practice e.g. safe use of ladders, lifting techniques, use of weed-killers.

In this respect, particular attention should be given to those items outlined below:-

- 2.6 If chemical weed-killers are used steps must be taken to ensure that their use complies with the control of Pesticides Regulations (1986) and Control of Substances Hazardous to Health Regulations (1988).
- 2.9 Caretakers who are required to clean gutters of accumulations should only carry out such a task alone for single storey buildings not exceeding 12' in height. If buildings are double storey, suitable platforms/towers should be erected and assistance afforded the Caretaker in securing ladders, etc.
- 2.13 Where inspection chambers are placed on pavements outside the school boundaries, an additional member of staff should be present at the inspection to prevent accidents to Caretakers or passers-by. Caretakers are not required to read meters situated on roads.
- 2.15 In considering the extent of handyperson duties under item 2.15 which a Caretaker may reasonably be asked to carry out. Due regard should be given to the levels of competence being demonstrated by the existing postholder. Consequently, the handyperson duties required of the Caretaker should not exceed such levels.

Caretakers must take care to ensure that correct fuse ratings are installed in plugs and that all plugs conform to BS 1363.