**Townley Caretaker/Cleaner duties**

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| When | Duties |
| Daily  | Morning:* Open gates and school
* Check grounds for rubbish and any defects
* Fruit/ milk
* Deactivate alarms

End of the day:* Empty bins
* Windows and site secure
* Gates and school locked
* Set alarms
* Cleaning of classroom
* Cleaning offices
* Cleaning of communal areas
* Cleaning toilets
* Replenishing paper towels/soap dispensers/loo rolls
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| Weekly | * Bins out for collection
* Empty playground bin
* Weekly water hygiene testing
* Checks of firefighting equipment and fire alarm call points.
* flushing out of all rarely used outlets.
* Maintaining a legionella testing log and carrying out weekly checks
* Maintaining a weekly emergency light log
* Check site boundaries for defects
* Cleaning less used areas on a rota e.g. windowsills, behind drawer units.
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| Monthly | * Sweeping of grounds
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| As required | * Painting
* Any jobs reported on caretaker log to be fixed
* Sweeping
* Grit bins
* Window cleaning
* Liaison with external agencies regarding any site maintenance/ repairs
* Undertake minor repairs and bring to the attention of the Headteacher any repairs or items requiring attention or that is too large or complex to be dealt with by the post holder.
* Carry out various minor works around the school where necessary e.g. replacing washers.
* Regularly check electrical sockets and electrical appliances. Ensure all statutory testing is undertaken
* Re-adjust clocks regularly to ensure synchronicity, especially after power cuts and when clocks go back, replacing batteries etc.
* Assist in carrying health and safety checks alongside headteacher in accordance with the school’s health and safety policy.
* Clear paths and playground of snow and ice, leaves, etc.
* Check gullies, guttering and surface water drains are free from leaves and functioning efficiently.
* To ensure the security of the school's buildings and grounds. To be a principal key holder and on-site co-ordinator for emergencies or critical incidents. Offering 24/7 cover when required for the whole school site
* Operating the school's heating system. Monitoring use and promoting energy conservation
* Undertaking general porterage duties including movement of furniture and equipment.
* Maintaining the asbestos log and reporting to Headteacher
* Undertaking weekly fire alarm checks.
* Ordering supplies required such a cleaning materials, paper towels following school schedule.
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