

CARETAKER

1. Inspecting the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order.
2. Performing basic repairs and maintenance tasks as required,
3. Monitoring cleaning materials, tools, and furniture and reordering as required,
4. Managing bookings for any buildings or rooms available for hire.
5. Opening the building at the start of the day and locking all doors and windows when not in operation.
6. Adhering to the company's safety policies to create a safe working environment for everyone,
7. Liaise with Principal/ Maintenance Manager re-organized fire drills.
8. Clean inside of windows once a week and/or when necessary,
9. Upkeep of grounds and gardens on all sites.
10. Deal with all customers (students, staff, external) with courtesy and promptness always.
11. Any other duties required by the Operations Manager or the Principal.
12. To take care of a large building or property, doing cleaning, repairs, gardening, or other jobs
13. Responding to any medical or safety issues
14. Collaborating with other health care and social care professionals to provide the best possible care
15. Maintaining all care records