

### Example of duties for caretaker\*

	West Street site	Goodwyns Road site
Essential jobs (daily)	Locking up and securing the building Setting up rooms in Conference Room (chairs/ tables)	
Essential jobs (weekly)	Checking fire alarms Keeping fire exits clear	
Essential job (monthly)	Emergency lights Water tests	
Essential jobs (termly)	H&S walk round with Bursar and/or assistant bursar	
Essential jobs (holidays)	Jet washing Wood preserving	
Routine jobs when needed	Sweeping and clearing leaves/sand Minor repairs-locks, hinges, taps, hooks, shelves, touch up paint work Maintenance of outdoor equipment: fences, sheds, decking, benches, sand pit, entrance area Gutter clearing Drain clearing	Mowing lawn Sweeping and clearing brambles Minor repairs-locks, hinges, taps, hooks, shelves, touch up paint work Maintenance of outdoor equipment: fences, sheds, baby deck, benches, sand pit, entrance area Gutter clearing
Occasional hours needed	Re decorating Basic plumbing Garden clearing Repairs needing more time Dump runs	
Cleaning	Every Friday the school house to be hoovered and bins emptied Potentially taking out recycling every other day - cleaners dependent	
Skills		<ul style="list-style-type: none"> <li>• Ability to use initiative</li> <li>• Pays attention detail</li> <li>• Able to be flexible with hours</li> <li>• Proactive</li> <li>• Has own level</li> </ul>

Possible cleaning role:

Our cleaners are erratic in quality of service. Additional cleaning hours could be added if someone needs more hours than we can offer with caretaking alone.

\*this is an example of duties and is not an exhaustive list