#### Education Site team

Job Description

Date: February 2019

## JOB TITLE: Apprentice Assistant Caretaker

**REPORTS TO: Premises Manager**

**SUPERVISES: Cleaning Team**

**BAND:**

**JOB PURPOSE:**

To manage the utilisation of the School Sites across the Trust for both educational and allied usage. Responsible for the day-to-day security, maintenance and Health and Safety of the site.

**KEY CORPORATE ACCOUNTABILITIES**

To actively promote the School’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc., the School’s Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Principal/Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes, Performance Management and contribute to the identification of own team development needs

## PRINCIPAL ACCOUNTABILITIES

* Manages site utilisation during times that facilities are required. Ensures users special requirements are, as far as possible, met.
* Develops a maintenance programme in conjunction with the Headteacher for the premises and its equipment, arranging for repairs to be carried out.
* Supervise the Performance Management of the Site Team, ensure adequate records are kept, schedules adhered to and advise the Headteacher of all outcomes.
* Direct and deploy the Site Team to ensure full, safe and efficient use of all facilities is maintained.
* Arranges continuous cover during the school session and undertakes related administrative processes.
* Organises plans and procedures for emergency situations and liaises with emergency services. Main key holder on 24 hour call.
* Oversees on-site contractors and monitors associated budgets.
* Manage, supervise and develop school security procedures.

##### Supervises locking and unlocking of all premises, responding to enquiries from individuals/visitors to school.

* Monitors building cleaning standards and/or frequencies to ensure that works are carried out in according with the School’s specification and report findings.
* Monitors ground maintenance standards and/or frequencies to check that work is carried out correctly and reports findings.
* Arranges, with in clearly defined limits and through the on-site contractors cleaning routines outside school term-time.

# Maintenance

* Checks building for routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
* Undertakes day-to-day maintenance duties.
* Carries out checks on fire alarms, extinguishers, burglar alarms, residual current devices and visual checks of electrical fittings.
* Ensures that access to fire exits and equipment are free from obstruction.

## Caretaking

* Ensures gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the post holder and being mindful of Health and Safety regulations.
* Ensures footpaths, car parks, shrubberies and paved areas are kept clean and tidy condition.
* Takes delivery of, if appropriate store, laundry, stationery, materials and other goods. Carries out porterage duties within the School.
* Operates and monitors the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures, in line with the Council’s Policy on energy conservation. Carries out frost protection procedures.
* Cleans boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Site Manager. Cleans toilets during session times, as necessary. Periodically de-scales toilet furnishings and showerheads, surfaces and channels. Performs other emergency cleaning required due to accidents, illness, vandalism, building and equipment failure.
* Deals with enquiries from members of staff, contractors and members of the public.

These duties will be varied at the discretion of the Principal / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description. Date for review: At annual Performance Management review of subject leader

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_