

**STANWAY PRIMARY SCHOOL
JOB DESCRIPTION**

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| Job Title | Assistant Caretaker |
| Grade | Scale 3 |
| Reports to | Site Manager |
| Responsible for | N/A |
| Liaison with | School staff and contractors |
| Job Purpose | To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance. |
| Duties | <p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p>Security and Supervision</p> <ul style="list-style-type: none"> • To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine locking up of premises and grounds. • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence. • Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). <p>Caretaking and maintenance</p> <ul style="list-style-type: none"> • Undertaking cleaning of allocated area(s), and secondary cleaning. |

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| | <ul style="list-style-type: none"> • Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Power wash hard standings, as required to remove bird droppings • Washing and cleaning of diffusers and replacing bulbs/tubes. <i>(If this involves work at a high level – comments relating to equipment apply detailed above.)</i> • Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Site Manager. • Drawing the attention of the appropriate authorities via the Site Manager to any repairs or maintenance work required at the premises which is beyond the competence of the caretaking staff. • Carrying out minor first line repairs and maintenance which are not beyond the scope and capability of the postholder including:- <ul style="list-style-type: none"> ➤ plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc; ➤ redecoration as appropriate ➤ plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings; ➤ fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc; |
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| | <p>➤ glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level;</p> <ul style="list-style-type: none"> • Ensuring that all drains and gullies are free-flowing and clean. • Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc. • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. • Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate. • Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding. • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. <p>Other duties</p> <ul style="list-style-type: none"> • Undertaking letting and related duties as appropriate in accordance with the provincial agreement. • Preparing the school premises and site for out of school activities. • Advising the Site Manager or an authorised representative*** of the hours worked. <p>General</p> <ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. • Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable |
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| | <p>requirements of the Headteacher and Governing Body.</p> <ul style="list-style-type: none"> • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. |
| General | <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. |

CARETAKER

| General heading | Detail | Examples |
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| Qualifications & Experience | Specific qualifications & experience | Experience of caretaking and/or buildings maintenance/security |
| | Knowledge of relevant policies and procedures | Knowledge of First Aid |
| | Literacy | Good reading and writing skills |
| | Numeracy | Ability to count and undertake general mathematical calculations |
| | Technology | Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks |
| Communication | Written | Ability to complete forms, write letters and reports |
| | Verbal | Ability to exchange complex verbal information clearly |
| | Languages | Seek support to overcome communication barriers with children and adults |
| | Negotiating | Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges |
| Working with children | Behaviour Management | Understand the school's behaviour management policy |
| | SEN | Understand and support the differences in children and adults and respond appropriately |
| | Curriculum | Basic understanding of the learning experience provided by the school |
| | Child Development | Basic understanding of the way in which children develop |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in and with the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| | Team work | Ability to make a distinctive contribution to the work of the work a team |
| | Information | Contribute to the development and implementation of effective systems to share information |
| Responsibilities | Organisational skills | Excellent organisational skills Ability to remain calm under pressure |
| | Line Management | Ability to supervise and monitor the work of others |

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| General | Time Management | Ability to manage own time effectively Demonstrate a flexible approach |
| | Creativity | Demonstrate ability to resolve complex problems independently |
| | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Good understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance |