

Hylands School



JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE: Assistant Caretaker

Job Title:	Assistant Caretaker
Band:	Band 2
Hours:	9:00 – 17:30 (Includes 1hr lunch)
Reports to:	Facilities Manager
Liaison with:	Site Team, Teaching and Associate Staff, Students 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 portorage, cleaning, lettings and maintenance.
Duties:	<p><u>Main Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • 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 post holder. <p><u>Security and Supervision</u></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 opening of premises and grounds. • Responding to calls outside normal working hours as a result of break-ins etc. and or / the setting off of the Security / Fire alarm(s). • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • 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).

Caretaking and maintenance

- Covering cleaner's sickness and issuing cleaning stock as and when required.
- Washing corridors, Halls 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.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder:
- 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.;
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal
Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level;
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.

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| | <ul style="list-style-type: none">• Taking delivery of stores, materials and other goods and conveying them to their points of distribution.• 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 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.• Setting out and moving furniture as required• Testing portable electrical equipment if trained and accredited to do so.• Planning of own work.• Undertaking letting and related duties as appropriate in accordance with the provincial agreement.• Preparing the school premises and site for out of school activities.• Driving of the school Minibus if trained to do so. |
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General

- 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 requirements of the Head teacher and Governing Body.
- 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.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION FRAMEWORK

General heading	Detail	General Examples	Specific examples (where appropriate)
Qualifications & Experience	Specific qualifications & experience		Experience of caretaking and/or buildings maintenance/security Completion of DFE induction programme
	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/School organisation		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
	Time Management		Ability to manage own time effectively Demonstrate a flexible approach
	Creativity		Demonstrate ability to resolve complex problems independently
General	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