



## Job Description



Name:

Job Title: Assistant Caretaker

Band: Scale 3

Responsible to: Facilities Manager

Responsible for:

### **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 portering, cleaning, lettings and maintenance.

### **KEY RESPONSIBILITIES**

- 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.

### **Specific Responsibilities**

#### Security and Supervision

- 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 includes 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.



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- 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.
- 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.

### 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



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- 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.

### Health and Safety and Student Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

### Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Signed:

\_\_\_\_\_ Post Holder

\_\_\_\_\_ Line Manager

\_\_\_\_\_ Head of School

### APPENDIX 1: Person Specification

General heading	Detail	General Examples	Specific examples (where
<b>Qualifications &amp; Experience</b>	<b>Specific qualifications &amp; experience</b>		Experience of caretaking and/or buildings maintenance/security Completion of DFE induction
	<b>Knowledge of relevant policies and procedures</b>		Knowledge of First Aid
	<b>Literacy</b>		Good reading and writing skills
	<b>Numeracy</b>		Ability to count and undertake general mathematical calculations



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	<b>Technology</b>		Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
<b>Communication</b>	<b>Written</b>		Ability to complete forms, write letters and reports
	<b>Verbal</b>		Ability to exchange complex verbal information clearly
	<b>Languages</b>		Seek support to overcome communication barriers with children and adults
	<b>Negotiating</b>		Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	<b>Behaviour Management</b>		Understand the school's behaviour management policy
	<b>SEN</b>		Understand and support the differences in children and adults and respond appropriately
	<b>Curriculum/School organisation</b>		Basic understanding of the learning experience provided by the school
	<b>Child Development</b>		Basic understanding of the way in which children develop
	<b>Health &amp; Well being</b>		Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	<b>Working with partners</b>		Understand the role of others working in and with the school