**JOB DESCRIPTION**

**Assistant Caretaker**

**37 Hours a week**

**Permanent**

**Band 4 SCP 3 Actual £18,562**

We are looking for a caretaker to work as directed by the Business Manager and to be responsible for the efficient maintenance, facilities management, safety and security of the school and the grounds at all times.

**Crossley Hall is committed to the protection and safety of its pupils**

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**Job Title/Post:** Assistant Caretaker

**Salary:** 37 hours per week AYR Actual £18.562

**Responsible to:** Operations Manager

The Caretaker will:

* apply all security procedures for the school's buildings and grounds;
* arrange for both routine and non-routine opening and closing of the school's buildings and grounds;
* undertake regular site inspections;
* to be responsible for the operation of a preventative planned maintenance programme for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to ensure safe and satisfactory conditions;
* maintain regular checks for the school minibus;
* drive the minibus to transport pupils for trips or regular school activities as directed;
* ensure that the school's premises and furnishings are cleaned in accordance with the appropriate standards;
* carry out minor or temporary repairs, as necessary;
* organise and carry out various maintenance duties to ensure general upkeep and maintenance of the premises is satisfactory;
* organise and carry out minor decoration programme as agreed with the Headteacher/Business Manager;
* report any necessary repair or maintenance work through appropriate communication systems and organise contractors or workmen to fulfil repairs that are beyond the expectations of the caretaking staff;
* direct contractors and workmen to repair or maintenance jobs, inspect their work afterwards and report to the school Business Manager;
* test fire alarms at specified intervals, and maintain a log of outcomes;
* ensure that the heating plant operates economically and efficiently, together with the hot-water system;
* carry out Legionella and water testing as required;
* carry out frost-precaution procedures;
* order cleaning materials within a prescribed budget;
* maintain the caretaker’s time book, filling in lettings, and filling out claim forms and time sheets;
* be aware of Health & Safety and COSHH regulations;
* carry out emergency procedures in the event of a fire, flood, break-in, accident or major damage;
* provide for emergency access to the school when necessary;
* take appropriate action to prevent trespass on the school grounds, and record incidents of trespass or vandalism and report them to the School Business Manager;
* prepare for pre-school and after-school activities, and ensure that the accommodation is ready again afterwards for normal school use;
* ensure that all playing areas and paths are litter free;
* inspect all drains and gullies to ensure that they are free-flowing and clean, and that any defects are reported;
* take delivery of supplies ordered by the school, and store them;
* clean up after unforeseen incidents; during the school day, to maintain a safe and clean school environment
* ensure that adequate supplies of janitorial materials are available;
* ensure that cleaning equipment is in a safe and working condition.

**Responsibilities**

The caretaker is expected to:

* be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person;
* contribute to the overall ethos and aims of the school;
* participate in training and other learning activities as required;