**ASSISTANT CARETAKER JOB DESCRIPTION**

**Job Purpose**

* To work with the Premises team in also matters relating to the satisfactory operation of the school buildings, grounds and equipment.
* To be responsible for the safeguarding and promoting of all children.

**Main Duties and responsibilities**

***Security of Premises***

* Take responsibility for the following tasks when scheduled to do so , in accordance with the published and agreed shift rota
* Routine and non-routine opening and closing of the school building and / or premises , including operation of alarms (both fire and security) , reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion.
* Ensure that the buildings and site are secured when not in use; all doors and windows are to be secured. Ensure that all the lights, heaters and gas controls are turned off every night.
* Take responsibility steps to deter trespass and unauthorised parking on the site, having regard to health and safety.
* Undertake the responsibility of key holder. Liaise with contractors regarding opening and closing arrangements during school closure.
* Undertake dynamic risk assessment of security risks to the school (grounds, premises, and contents including vandalism/arson).

***Lettings***

* Assisting in the agreed procedures relating to letting / functions on school premises, and for use as a polling station if applicable.

***Cleaning and Hygiene***

*As part of the premises team and when on duty:*

* Ensure children’s toilets are checked/cleaned after lunch.
* Ensure that the caretaking/cleaning storage areas are kept clean and tidy
* Ensure that high standards of cleanliness and hygiene are maintained throughout the premises.
* Ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary.
* Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.
* Ensure that litter and graffiti are removed from both inside and outside the buildings on a daily basis
* Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

***Maintenance of Furniture, Fittings and Equipment***

* Carry out repairs to furniture, fittings and equipment as necessary.
* Assist with the seasonal exchange of equipment and related storage arrangements.

***Maintenance of Buildings***

* Assist with reactive and routine repairs and maintenance work to be carried out, as necessary.

***Handyperson Duties***

* These will include minor tasks and repairs, which may require nailing, screwing and gluing type skills.
* To share responsibility for monitoring the state of furniture throughout the school and undertaking minor repairs.
* To board up broken windows.
* To make sure damaged or missing floor tiles, secure carpets or remove to make safe.
* To ensure that all caretaking equipment is in a safe and working condition.
* To carry out minor alterations/improvements.

***Maintenance of Grounds***

Carry out maintenance and planting in the grounds

Ensure that the site is kept tidy throughout the year carrying out regular sweeping of hard areas, removal of litter, leaves and any other superfluous materials and the removal of weeds.

Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.

***Health and safety***

* Be aware of and adhere to all school policies ad procedures on health and safety, including asbestos procedures, fire safety procedures, hot work permits, plant and equipment inspections and management of legionella.
* Be observant at all times of things around the school which may compromise safety e.g. loose fluorescent light diffuse covers , and rectify these on discovery.
* To work safely and bring to managers’ attention any faults, accidents, incidents or near misses and any other health and safety concerns in order that the school remains a healthy and safe environment for all stakeholders.
* To be aware of and adhere to applicable rules , regulations , legislation , procedures and policies e.g. the School’s Code of Conduct and Equal Opportunities Policy ; COSHH ; data protection and copyright legislation.
* To be a school first aider
* To undertake any duties of a similar level and responsibility as may be required.

***Energy Management and Conservation***

* Ensure that boiler checks are carried out during the heating season.
* Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations.

***Porterage***

* Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.
* Undertake porterage of equipment, furniture and materials within the premises, as required, including setting up seating the hall for productions, etc.

***Miscellaneous***

* To undertake training, develop skills and knowledge, and participate in professional networks to keep updates with current and developing practice affecting the role.
* To maintain confidentiality at all ties in respect 0of school-related matters and to prevent disclosure of confidential and sensitive information.
* To take part in performance management arrangements and be responsible for your own Continuing Professional Development, undertaking training as appropriate.

***ICT***

* Must be familiar with different software’s and undertake any relevant ICT tasks
* Undertake any necessary routine administration.
* Arrange orderly and secure storage of supplies

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| ***Education/******Qualifications*** | * Literacy and Numeracy skills equivalent to Level 1of the National Qualification and Credit Framework e.g. GCSR Grades A-C.
 | * Relevant City and Guilds (or equivalent) trade qualification e.g. carpentry, plumbing, electrical or equivalent level of experience
* Driving Licence (free from significant endorsement).
* First Aid Certificate
 |
| ***Work Experience*** | * Experience working in a premises/facilities management environment.
* Handy person or DIY activities of a general building and maintenance nature e.g. minor repairs, including the use of associated hand power tools
* Completing administrative duties, including paperwork, maintaining accurate records and producing straightforward reports.
* Use of IT systems.
* Experience of use of appropriate specialist equipment/resources e.g. scaffold, ladders etc.
* Awareness of health and safety and hygiene procedures and precautions.
* Awareness of COSHH regulations, applying knowledge gained as appropriate.
* Knowledge and experience of safe moving and handling procedure
 | * Building industry work.
* Previous experience of working with children in a school.
* Experience oF caretaking or being a site keeper in a school or similar environment.
* Ensuring tasks have been completed to deadlines and require standards
* Knowledge of health and safety and hygiene procedures and precautions.
 |

|  |  |  |
| --- | --- | --- |
| ***Skills / Knowledge / Aptitude*** | * Literate and Numerate
* Ability to maintain positive relationships with children and adults.
* Possess good organisational skills.
* Commitment to high standards
* Ability to work as part of a team
* Capable of working with autonomy, within agreed boundaries.
* Desire and willingness to learn new skills.
* Ability to respond to advice and guidance.
* Ability to respond calmly to emergencies.
* Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at height (after training).
* Personal commitment to continuous service improvement.
 | * Capacity to cope with conflicting demands, deadlines and interruptions, whilst maintaining accordance and attention to detail.
* Problem solving skills and good judgement to interpret information and make recommendations .decisions for action.
* Use initiative and work proactively to find solutions to problems.
* The flexibility to adapt to changing workloads and demands and new organisational challenges.
 |
| ***Personal Qualities*** | * A happy, positive disposition.
* Calm and pleasant manner.
* Can do attitude
* Sense of humour
* Trustworthy , reliable and punctual
* Observe confidences and show discretion
* Fair and inclusive
 |  |

|  |  |  |
| --- | --- | --- |
| ***Physical*** | * Good general fitness and mobility with an ability to undertake all the physical aspects of the job
* Clean and well presented
 |  |
| ***Other*** | * Willingness to sometimes adjust working arrangements to meet changed circumstances.
 |  |