

JOB DESCRIPTION

JOB TITLE	SITE SERVICES ASSISTANT (ASSISTANT CARETAKER)
SCHOOL	KINGSBURY SCHOOL
GRADE	Grade D £16,863 - £17,391pa. Pro rata to hours worked is £11,393 - £11,750 pa. Part time, all year round.
HOURS	25 hours a week, Afternoons - 2pm - 7pm, Monday - Friday Flexibility will be required to support the school during the school day and with evening lettings. Some weekend work may be required.

Job Purpose:

The Site Services Assistant (Assistant Caretaker) is responsible to the Senior Site Services Officer for a wide range of duties and responsibilities connected with the care, cleanliness and security of the whole school site (buildings and grounds) and will carry out planned preventative maintenance work, as required.

Main Duties and Responsibilities:

1. To assist with the security of the buildings and grounds including routine and non-routine opening of the premises and setting of alarms.
2. To help ensure the whole site is kept free of all litter and rubbish including fallen leaves. Empty litter bins daily and carry out litter patrols as directed by the Senior Site Services Officer
3. To help ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible preventing trespass and unauthorised parking.
4. Take delivery of materials and equipment, before and after school and when the school office is closed, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school as required with due regard to Health and Safety and Lifting and Handling regulations.
5. Carry out timely preparation of rooms, halls etc. for assemblies, meetings, examinations and functions and that rooms are returned to their normal operating conditions thereafter.
6. Assist with lettings and other school events, as instructed by the Senior Site Officer, prepare for these activities and clear up at the end of the letting.

Maintenance

7. Responsible for the maintenance and basic repair of tools. Ensuring they are in good working order and stored safely.
8. Ensure all light fittings are maintained in good order, and bulbs/tubes are replaced promptly.
9. To report all defects which would require specialist repair to the Senior Site Services officer and to arrange the repair, thereafter, if required.

Handyperson Duties

10. Undertake minor repair and maintenance work, including: -
 - a. Carpentry: Refitting wipeboards and pinboards, replacing door and window furniture, easing doors, etc.
 - b. Plumbing: Repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps, and sumps are kept clear and disinfected.
 - c. Electrical: Fitting of plug tops, replacing plug fuses, light tubes, bulbs and starters.
 - d. General: Minor plaster repairs, minor repairs to floor covering, paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs, replacing light fittings/bulbs.
 - e. Painting: Liaise with the Trust's Estates and Facilities manager regarding the painting programme as required.
11. Undertake limited grounds maintenance duties which are not included in any of the Trust's grounds maintenance contract specification including setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. The general litter/glass, etc. clearance from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and tennis courts.

Cleaning & Monitoring

12. To ensure staff and students toilets are regularly checked and maintained to the highest standards
13. Remove sickness and spillages promptly.
14. Undertake aspects of cleaning including windows as required.
15. Carry out PAT testing of school equipment.
16. Carry out water testing at appropriate times.



17. To report and take appropriate emergency action with all burst pipes, leaks, floods, fire and breakages as appropriate liaising with other colleagues to ensure minimal disruption.
18. To ensure all electrical and gas emergencies are dealt with promptly making safe initially by turning off the supply.

General

19. Check jobs required for completion on a daily basis.
20. To report any problem areas to the Senior Site Services officer
21. During periods of inclement weather keep paths, steps, walkways, car parks and play areas clear of snow and ice, using and ordering salt and grit as necessary.
22. Undertake general gardening duties as required and general grounds maintenance such as cutting back small branches to ensure pathways are kept clear.
23. Carry out procedures in the event of emergencies and provide assistance with general enquiries relating to the use of the site.
24. Act as a key holder to the site and respond to the security provider in the event of alarm call outs outside of normal working hours.
25. Be available as a designated minibus driver as and when required for occasional ad hoc journeys or deliveries.
26. Undertake all necessary training required by the Trust.
27. Undertake work during school holidays as defined by the Trust's Estates and Facilities Manager
28. You may be required to work in any of the employer's academies for temporary periods.
29. Any other duties and responsibilities within the range of the salary grade.
30. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures
31. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.

Responsible for:

Responsible to: Senior Site Services Officer

Date Reviewed: May 2018