



BISHOP VESEY'S GRAMMAR SCHOOL

Job Description

Job Title: Assistant Caretaker

Post Holder:

Grade: APT&C Scale 3 points 5-6

Starting position on the scale will depend on qualifications and experience

1.0 JOB PURPOSE

- 1.1 To assist the Site Manager in the full range of duties at Bishop Vesey's Grammar School to ensure a clean, safe and secure environment for users of the school buildings and grounds.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Opening/closing of the building as required during the day.
- 2.2 Carrying out a physical check of the building and taking the necessary action for any repairs, also making good any areas which could be a source of danger to either the users or security of the building.
- 2.3 Reporting any issues found and rectified or potential issues arising.
- 2.4 Checking the buildings regularly to ensure no unauthorised persons are present.
- 2.5 Undertaking basic emergency maintenance work as directed to ensure the continued operation of the school, including the use of hand power tools and workshop machinery.
- 2.6 Ensuring adequate toilet requisites are distributed.
- 2.7 General portering duties including removal of paper for recycling.
- 2.8 Carrying out routine duties using the appropriate materials as necessary.
- 2.9 Maintaining all outside steps, playgrounds, approaches and drain grids in a clean and clear condition.

- 2.10 Use of Every system as a site maintenance computer system to prioritise jobs and communicate with regards to site maintenance requests
- 2.11 Making pathways safe by salting after snow or frost including the clearing of snow from these areas prior to salting.
- 2.12 Changing of light bulbs as necessary and maintaining stock levels for light bulbs as appropriate. All of these tasks to be carried out up to a height of 11 feet.
- 2.13 Reporting any obvious deficiencies in the heating and / or domestic hot water system as a matter of urgency.
- 2.14 Reporting any faulty fire fighting equipment.
- 2.15 Working in conjunction with the hirers to provide rooms for functions outside school requirements in accordance with the School's agreed letting procedures.
- 2.16 Responsibility for security of the site including the operation of burglar alarms where appropriate.
- 2.17 To deputise for the Senior Caretaker and other site staff in their absence.
- 2.18 Carrying out any other associated duties as directed by the Site Manager and the Finance & Operations Director or other authorised officer commensurate with the grading /level and nature of the job.
- 2.19 Ensuring the effective use of resources including energy within the school to ensure efficiency
- 2.20 Liaising with Examinations Officer to ensure appropriate and timely set up of examination locations. Maintaining halls for purposes of assemblies.

3.0 OTHER DUTIES

- 3.1 Individuals have a responsibility for promoting and safe guarding the welfare of people he/she is responsible for or comes into contact with.
- 3.2 To ensure all tasks are carried out in compliance with Health & Safety policy and procedures.
- 3.3 To ensure all tasks are carried out in compliance with all school policies and procedures to include the Equality & Diversity Policy, Staff Code of Conduct, Data Protection & Data Retention Policies & Procedures and Use of Social Media policy.
- 3.4 To develop professional and productive relationships with all colleagues and stakeholders.
- 3.5 To undertake appropriate professional development including adhering to the principles of performance development.
- 3.6 To adhere to the ethos of the school.

- 3.6.1 To promote the agreed vision and aims of the school.
- 3.6.2 To set an example of personal integrity and professionalism.
- 3.6.3 Attendance at appropriate staff meetings and school events.

3.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

5.0 SUPERVISION

Reports to:	Site Manager
Level of Supervision:	Left to work within established guidelines subject to scrutiny by Line Manager.

6.0 SPECIAL CONDITIONS

- 6.1 Standard hours are 8.00am to 4.00 pm however flexibility will be required with the hours of 7.00am and 10.00pm but hours will be limited to 37.5 hours per week.
- 6.2 Paid hours are 36.5 hours per week with 1 hour per week to be used for 3 days in the School Holidays at Christmas when the school is closed.
- 6.3 Some of the work requires work outdoors in inclement weather.

Signed by employee:
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Date:
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Signed by Finance & Operations Director:
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Date:
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PERSON SPECIFICATION

Job Title: Assistant Caretaker

Grade: APT&C Scale 3 points 5-6

Method of Assessment:

AF = Application Form

I= Interview T=Test

P=Presentation

CRITERIA	ESSENTIAL	M.O.A
EXPERIENCE	Experience in caretaking and maintenance work.	AF/I
	Experience in using Hand Power Tools and Workshop machinery.	AF/I
	Knowledge of manual handling techniques.	AF/I
	Organisation of own work	AF/I
	Maintaining an environment in accordance with Health and Safety Requirements and legislation	AF/I
SKILLS AND ABILITIES	Self-reliant and able to self- motivate	AF/I
	Good verbal and written communication skills	AF/I
	Ability to work methodically, quickly and accurately.	AF/I
	Ability to work on own initiative with a minimum of supervision and as part of a team	AF/I
	Flexible approach and attitude	AF/I
	Ability to operate hand power tools and workshop machinery safely.	AF/I
TRAINING	Willingness to undertake additional training as required.	AF/I
EDUCATION QUALIFICATIONS /	National qualification in Literacy and Numeracy.	AF/I
OTHER	Available for duty as necessary during opening hours of establishment.	AF/I
	Willing to wear uniform and safety equipment as required.	AF/I
CONTRA INDICATORS	Criminal convictions involving offences against children.	AF/I