



## GLEBE PRIMARY SCHOOL

### Assistant Caretaker or Apprentice

#### Job details

Salary: G2

Hours: 20

Contract type: Full time

Reporting to: Premises Manager

#### Main purpose of the job

To be responsible for the maintenance and good working order of the schools to provide a safe, secure and clean learning and working environment for the children, staff and visitors. The assistant caretaker will be responsible for prioritising their daily workload, managing their time effectively and be able to react accordingly with when prioritising requests. This role will involve various tasks including manual handling and covering large distances per day - candidates must have reasonable fitness.

#### **Duties and responsibilities**

##### **Maintenance & Good working order**

- Responsible for supporting the Premises Manager in ensuring the security, maintenance, cleanliness standards and general wellbeing of the school are of a good standard.
- Ensuring the school is opened and closed at the designated times and that all is in order.
- To ensure the school lunch provision is set-up in a timely manner and to ensure that the dining hall is cleared and cleaned in readiness for any school activities.
- Maintain the grounds and premises which includes (but is not limited to):
  - - Litter picking
  - - Sweeping pathways and car parks
  - - Minor gardening works where required
- To undertake minor repairs, improvements and (re)decoration of the school site focussing on maintaining an excellent standard

##### **Health & Safety**

- To ensure the school and its grounds are safe on a daily basis - including workarounds, locking and setting alarms and challenging visitors on site
- Ensuring any areas that are unsafe are marked accordingly
- To aid the Premises Manager in promoting Health & Safety within the school and supporting the Premises Manager with regard to risk assessments
- Ensuring all visiting contractors are DBS checked and liaising with the office with relation to correct ID

##### **General Duties**

- To arrange cover with the Premises Manager when on annual leave or sick
- To support the school ethos by responding to parents and site visitors in a helpful manner
- To be a visible security presence when required for open evenings, open days, concerts etc to ensure child/staff safety
- To encourage staff and pupils to behave responsibly in relation to Health & Safety
- To maintain an overview of the external or internal cleaning contractors and report to the SBM

## Supporting the School

- › Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- › Specifically, enforce the Behaviour Policy and high expectations, addressing issues as they arise or appropriately referring to the class teacher or senior leaders.
- › Engage with theme days and events to be a part of a class/ year group/ phase or whole school theme
- › Undertaking such other broadly similar duties as may be allocated by the Headteacher or representative.

## Commitment to Professional Development

- › Regularly review the effectiveness of your skills, refining your approaches where necessary responding to advice and feedback from colleagues
- › Proactively participate with arrangements made in accordance with the Appraisal Policy
- › To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality

## Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies
- › Work with the designated safeguarding lead (DSL) as a deputy DSL and part of the safeguarding team to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.



## GLEBE PRIMARY SCHOOL

### Assistant Caretaker/Apprentice

*All criteria are essential unless otherwise stated*

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Basic Maths, English and ICT skills</li><li>• To have or be willing to attain a Level 1 qualification in Health &amp; Safety</li><li>• To have or be willing to attain a Level 1 qualification in Manual Handling</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a school environment or closely with children</li><li>• Experience of child protection and safeguarding to ensure the holistic welfare of all children</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Use IT systems or be literate in Microsoft Word, Excel, PowerPoint and email</li><li>• Communicate with children and parents appropriately</li><li>• Organise, time manage and prioritise, act on own initiative and make well-reasoned decisions in a timely manner</li><li>• Commitment to equality, diversity and opportunity</li></ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Be passionate about all aspects of childcare and education, and able to bring new ideas to the role.</li><li>• Be caring and dynamic in your approach and have the ability to listen to children, staff or visitors</li><li>• Demonstrate integrity with the ability to be both discreet and calm</li><li>• Demonstrate a professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance, presentation and punctuality</li><li>• Embody a team-player with the emotional intelligence to bring the best out in children and adults</li><li>• A willingness to develop the external landscapes and take a keen interest in grounds keeping is desirable</li></ul>
---------------------------	---

**Last review date:** xxx

**Next review date:** xxx

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

