

## Job Description

	<b>Job title</b>	Assistant Caretaker	<b>Grade</b>	LBR4 PT7-10
	<b>School</b>	Oaks Park High School		
	<b>Reports to</b>	Site Manager		
	<b>Responsible for</b>			
	<b>Purpose of job</b>			
	Ensuring the security of the premises and a well maintained, safe and clean working environment for staff, students and visitors.			
	<b>Main duties and responsibilities</b>			
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>● Lock/unlock school buildings and site areas.</li> <li>● Assist with regular security checks.</li> <li>● Operate and respond to alarm systems where appropriate.</li> <li>● Monitor CCTV equipment where appropriate.</li> <li>● Cover lettings where appropriate.</li> </ul> <p><b>Cleaning and Maintenance</b></p> <ul style="list-style-type: none"> <li>● Assist with minor/simple repairs, eg. minor plumbing, changing light bulbs, redecoration etc and general repairs and maintenance</li> <li>● Operation of heating plant, cooling and lighting systems.</li> <li>● Undertake cleaning duties including graffiti removal and litter picking.</li> <li>● Mopping of school entrance areas/lobbies on wet mornings putting out wet floor signs.</li> <li>● Undertake routine 'client' tasks in connection with premises -related contractors, eg. cleaning, catering and grounds maintenance.</li> <li>● Provide emergency access to the school site.</li> <li>● Assist with minor improvement work, eg. erecting shelves, noticeboards, bookshelves, as agreed with the Site Manager or Business Manager.</li> <li>● Collect and assemble waste for removal, including all recyclable materials weekly.</li> <li>● Undertake emergency cleaning duties (spillages, bodily fluid etc).</li> <li>● Coordinate deliveries to the school site promptly.</li> <li>● Liaise with contractors in the absence of the Site Manager.</li> <li>● Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that the grounds are gritted or salted when required during wintry/icy conditions.</li> </ul> <p><b>Tasks – Resources</b></p> <ul style="list-style-type: none"> <li>● Ensure the maintenance of a clean and orderly working environment.</li> <li>● Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.</li> <li>● Refill and replace consumables in staff and student toilets. Refill hand sanitising dispensers through the site as and when needed.</li> </ul>			

	<ul style="list-style-type: none"> <li>● Report faulty equipment and other maintenance requirements to the Site Manager (or in his absence, to the other caretakers or Kier Managed Services Help Desk).</li> <li>● Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches.</li> <li>● Ensure lights and other equipment are switched off as appropriate.</li> </ul> <p><b>Tasks – Organisation</b></p> <ul style="list-style-type: none"> <li>● Assist with the receipt, distribution, collection and despatch of goods.</li> <li>● Assist and participate in the organisation and movement of furniture within the building, including erection of exam desks as and when needed.</li> <li>● Maintain and arrange orderly and secure storage of supplies.</li> <li>● Operate everyday equipment in accordance with instructions.</li> <li>● Ensure that staff and student toilets are in good condition, ie. door locks, hand driers etc. and that they are regularly replenished and tidy, clearing minor blockages and spillages as required.</li> <li>● Report to the Site Manager all defects in the building requiring attention and carry out emergency repairs where necessary.</li> <li>● Monitor and action requests to the Building &amp; Lettings Email Account.</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to the Business Manager.</li> <li>● Contribute to the overall ethos/work/aims of the school.</li> <li>● Appreciate and support the role of other professionals.</li> <li>● Attend relevant meetings as required.</li> <li>● Participate in training and other learning activities and performance development as required.</li> <li>● Treat all users of the school with courtesy and consideration.</li> <li>● Present a positive personal image (Uniform will be supplied), contributing to a welcoming school environment which supports equal opportunities.</li> <li>● Comply with health and safety policies and procedures at all times.</li> <li>● Promote and ensure the health and safety of students, staff and visitors at all times.</li> <li>● Being vigilant around the school site reporting hazards/damaged equipment etc</li> </ul>
	<b>General</b>
	<ul style="list-style-type: none"> <li>● Attend and participate in relevant meetings, training, other learning activities and performance development as required.</li> <li>● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>● Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.</li> <li>● Be responsible for own health and safety, as well as that of colleagues, students and the public. Employees should cooperate with management; follow established</li> </ul>

systems of work; use protective equipment where necessary and report defects and hazards to management.

*Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.*

## Person Specification



<b>Job Title</b>	Assistant Caretaker	<b>Grade</b>	LBR3
<b>School</b>	Oaks Park High School		
<b>Education and Qualifications:</b>			
<ul style="list-style-type: none"> <li>● Good standard of literacy and numeracy.</li> </ul>			
<b>Experience/Knowledge/Skills:</b>			
<ul style="list-style-type: none"> <li>● Relevant experience desirable but not essential</li> <li>● Handyperson experience and good DIY skills</li> <li>● Willingness to undertake induction training and other training where appropriate</li> <li>● Willingness to gain or further develop basic plumbing, electrical and decorating repair procedures</li> <li>● Ability to relate well to young people and adults</li> <li>● Willingness to gain knowledge of Health &amp; Safety procedures and precautions</li> <li>● Willingness to gain awareness of COSHH regulations</li> <li>● Awareness of health and hygiene procedures</li> <li>● Knowledge of moving and handling procedures</li> <li>● Ability to work as part of a team</li> <li>● Willingness to use relevant equipment</li> <li>● Take pride and interest in the schools needs</li> </ul>			

**Other job requirements:**

- Enhanced DBS check.

Signed:

Date: