# ASSISTANT CARETAKER/MAINTENANCE PERSON: JOB DESCRIPTION

# Salary

Scale 2 point 3 £18065 + £1925 London Weight per annum

Hours: 36 hours per week – start and finish times to be agreed with site manager

This is a fixed term contract in first instance.

# Line of responsibility

The assistant premises manager will be directly responsible to the site manager.

# Job purpose

The assistant caretaker is responsible for:

* Assisting the line manager in ensuring that the school site/s and grounds including extended school facilities are maintained in a safe, clean and secure condition.
* Assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the school.
* Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management, including various porterage, administrative and lettings duties.
* Assisting in the provision of advice, training and assistance in premises related matters including legislation and regulations.
* Assisting in the supervision of premises and cleaning staff including their induction, training and appraisal.
* Deputising for the site manager as required.
* Supporting and contributing to the overall ethos, work and aims of the school.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

# Job specification

## Operational

* S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
* S/he shall assist her/his line manager in organising and monitoring premises staff workloads and shifts including cover for absences and delegating tasks appropriately.
* S/he shall assist her/his line manager in organising and monitoring cleaning staff workloads, including cover for absences and delegating tasks appropriately.
* S/he shall act as a key-holder and control site keys, and routine and non-routine opening.
* S/he shall assist in the maintenance of the school site, buildings and grounds to a high standard.
* S/he shall assist in ensuring maintenance and functioning of the school’s heating and utility systems and services.
* S/he shall assist in ensuring that all school buildings and grounds are cleaned to agreed standards and specifications, including the establishment of effective monitoring procedures and rotas.
* S/he shall assist in arranging for the removal of graffiti, the cleaning of laundry items, contracts for refuse collection and sanitary bins.
* S/he shall assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work.
* S/he shall personally undertake minor repairs and maintenance tasks which are within her/his competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
* S/he shall assist in ordering and maintaining stocks of materials, equipment and protective clothing as required.
* S/he shall assist in organising and/or personally undertaking the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
* S/he shall ensure deliveries to the school are correctly accepted, securely stored and distributed.
* S/he shall assist in maintaining the security of the site and grounds, including liaising with other stakeholders in respect to arrangements such as safeguarding requirements in accordance with school policies and procedures.
* S/he shall report any breaches of security and ensure that any resultant damage is remedied properly and promptly.
* S/he shall undertake the transport of monies and/or escort finance staff to and from the bank or other school buildings.
* S/he shall undertake various porterage and administrative duties.
* S/he shall assist in co-ordinating and undertaking lettings of school facilities.
* S/he shall ensure, in conjunction with headteacher and her/his line manager, that all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
* S/he shall assist in ensuring all required risk assessments are carried out and completed, and that action is taken where necessary.
* S/he shall ensure that appropriate signs and notices are displayed.
* S/he shall, following direction from her/his line manager, notify appropriate agencies of issues and make necessary arrangements, for example, pest and vermin control.
* S/he shall assist in ensuring that the required procedures for reporting of incidents, including accidents, are fulfilled.

## Personnel

* S/he shall assist her/his line manager in ensuring required safeguarding checks have been completed in accordance with school policies and procedures before engaging contractors, informing her/his line manager of any concerns.
* S/he shall assist her/his line manager in identifying training needs of premises staff including the cleaning team and organising appropriate development opportunities.
* S/he shall assist in completing appraisals for premises and cleaning staff reviews, including the setting of appropriate targets.
* S/he shall assist in maintaining attendance and training records for premises and cleaning staff.
* S/he shall be involved in the recruitment of premises and cleaning staff when required.

## Administrative/financial

* S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
* S/he shall prepare information, statistics and reports as required by her/his line manager, the headteacher and the governing board.
* S/he shall maintain manual and computerised records and filing systems relating to all areas within her/his remit as required.
* S/he shall process, input, extract and analyse information from the school’s database system/s as required.
* S/he shall assist in ensuring compliance with data protection regulations.
* S/he shall assist in maintaining up to date records of the school’s assets.
* S/he shall deal with correspondence promptly and as required.
* S/he shall ensure that financial procedures and activities are carried out in accordance with school policies and procedures such as taking meter readings, placing purchase orders and authorising invoices for payment.
* S/he shall ensure that best value principles are followed where possible.

## General

* S/he shall work outside of normal school working hours for extended school status activities, lettings, school events, and emergencies as required.
* S/he shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
* S/he shall assist in arranging and giving training sessions to staff to ensure that they are aware of procedures and regulations.
* S/he shall attend training sessions and meetings as required.
* S/he shall undertake first aid training and responsibilities as required.
* S/he shall keep up to date with relevant legislation and regulations including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
* S/he shall retain confidentiality about all aspects of school life.

# ASSISTANT PREMISES MANAGER: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
| --- | --- | --- |
| Qualifications and experience: | | |
| * Appropriate qualification/s and/or proven experience in field. * Evidence of premises management experience to support the day to day operation of an establishment/company. * Experience of working with contractors and negotiating contracts to requirements. * Experience of managing site projects. | * Further education qualifications in related field/s. * Experience of working in a school or similar establishment. * Experience of managing health and safety. * Experience in working in the building/construction industry. * Experience of line-management of staff including a team. | Application form  Letter of application  References  Interviews  Certificate/s (to be available at interview) |
| Knowledge and skills: | | |
| * Ability to build and form good relationships with students, colleagues and other professionals. * Ability to lead, develop and motivate a team of staff, delegating duties as required. * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. * Good standard of numeracy and literacy skills. * Ability to absorb and understand a wide range of information and deal   with confidential issues appropriately. * Ability to operate a range of ICT equipment and other specialised resources. * Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety. | * Working knowledge of establishing and reviewing development plans. * Managing and monitoring a budget, and providing required reports. * Working knowledge of construction/building regulations. | Application form  Letter of application  References  Interviews |
| Personal qualities: | | |
| * Initiative and ability to prioritise one’s own work. * Able to follow direction and work in collaboration with Line Manager and leadership team. * Able to work flexibly to meet deadlines and respond to unplanned situations. * Efficient and meticulous in organisation. * Ability to reach and bend, and to carry out some heavy lifting. * Able to work evening and weekends and attend out of hours emergencies. * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the school’s ethos, aims and its whole community. |  | Application form  Letter of application  References  Interviews |