

Assistant Caretaker

Under the instruction/guidance of the Senior Caretaker and SLT: provide maintenance & security services on the school sites & premises and be responsible for the shared caretaking duties during the shift system and periods of annual leave

Grade 4 (27.5 hours per week, 45 weeks per year)

TASKS

Responsibility for the school site

- Taking full responsibility for the site during the shift timetable and Senior caretaker annual leave periods when the SLT is not in attendance.
- Taking full responsibility for the common caretaking duties when the caretaker is off-site.

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors in the absence of Senior Caretaker
- Undertake lettings, in the absence of Senior Caretaker advising hirers of all emergency evacuation and health & safety procedures and ensuring that they are adhered to.

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher and directed by senior caretaker
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Headteacher/senior caretaker/Office Manager
- To assist and work alongside the senior caretaker with the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Assist the senior caretaker with the operation and maintenance of the heating plant and lighting systems
- To assist in overseeing and monitoring the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks

- Undertake cleaning duties such as graffiti removal, litter-picking
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor the performance of contracts and record performance against specified standards
- Liaise with contractors & undertake client roles in connection with premises-related contracts. Co-ordinate work of cleaning staff
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Liaising with the cleaning supervisor and the cleaning team during the shift

Key Activities - Resources

- Contribute to planning, development and organisation of systems/procedures/policies
- Assist in maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Key Activities - Organisation

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assisting Senior Caretaker in management, administration and operation of lettings system
- Direct/supervise cleaning or site staff and ensure cleaning is in accordance with specification
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate
- Liaise with the line manager & attend meetings as required

Responsibilities

- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils (staff & visitors)* at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration

- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Personal Specifications

Experience, knowledge and skills required

- Relevant experience desirable
- Handyperson experience
- Caretaking/site-keeping experience in a school or similar environment

Qualifications/Training

- Willingness to undertake induction training and ongoing training
- NVQ 2 OR equivalent qualification desirable
- Good numeracy/literacy skills / GCSE (or equivalent) Maths and English
- Specific training in the specialist area

Knowledge/Skills

- Willingness to develop knowledge of the use of ICT and other specialist equipment/resources
- Working knowledge of relevant policies/codes of practice/legislation
- Self-motivation
- Ability to relate well to children and adults
- Knowledge of Health & Safety procedures and precautions
- Knowledge of COSHH regulations
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Willingness to participate in development and training opportunities