



ST MARY'S CATHOLIC SCHOOL

Assistant Caretaker

Start Date: October 2021

Person Specification

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

Skill/attribute	Essential	Desirable
A reasonable degree of physical fitness, since the post requires manual handling of furniture, equipment and goods	✓	
Evidence of success in completing handyperson or DIY (paid or unpaid) tasks	✓	
Experience of working in a school or similar environment		✓
Flexibility and sensitivity to the needs of a wide range of users of the school	✓	
Knowledge of efficient cleaning methods and materials is desirable		✓
Experience of negotiating and prioritising workloads		✓
Ability to use own initiative and resolve simple problems	✓	
Skilled in general maintenance and repair	✓	
Good interpersonal skills with both adults and young people	✓	
Experience of working in a team		✓
Experience of independent working		✓
Ability to communicate effectively with staff, students and external / third parties inc lettings, contractors etc.	✓	
Willingness to undertake training and learn new skills		✓
A positive approach to Health and Safety, including COVID regulations	✓	
Self-motivated to work independently without close supervision	✓	
Ability to work calmly under pressure	✓	
A can-do approach, flexible and adaptable	✓	

Job outline

Reason job exists

To assist the Estates Manager and Caretaking Team to provide a clean, healthy and safe environment for users of the school buildings and grounds.

Main areas of responsibility

- Security of the school's buildings and grounds
- Operation of the school's heating plant
- General portorage duties, including movement of furniture and equipment within the school
- Handyperson duties which may include minor repairs to furniture and fixtures and non-specialise decorating tasks
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- Deputise for the Estates Manager and Caretaking Team when required

- Supervision duties in coach park at end of school day
- Advising the Estates Manager and Caretaking Team of faults to the buildings, fixtures and fittings which require specialist attention
- Such other duties which may arise from the use of the premises.

The Assistant Caretaker will be designated keyholder of the school for emergency access to the premises.

Knowledge Experience and Training

Experience of working in a school or similar environment is desirable but not essential. Flexibility and sensitivity to the needs of a wide range of users of the school is essential. Knowledge of efficient cleaning methods and materials is desirable.

Evidence of success in completing handyperson or DIY (paid or unpaid) tasks is essential.

Equalities

Be aware of and support difference and ensure that the school's Pastoral and other policies are followed.

Health and safety

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Supervision

The Assistant Caretaker will work under the general and specific direction of the Estates Manager and Caretaking Team.

Job context

The Assistant Caretaker will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the Estates Manager and Caretaking Team in the full range of caretaker duties and anywhere in the school if required by operational needs.

Additional information

The school premises are used during evenings and weekends for school activities and by outside hirers. The Assistant Caretaker will be expected by mutual agreement with the Estates Manager be expected to agree to work such additional hours required during such lettings for which additional payments will be made on a claims basis.

The Assistant Caretaker is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Sept 2021