**TITLE OF POST: Assistant Caretaker**

**GRADE: Scale 3 – Point 14-17 depending upon experience**

**PURPOSE OF POST: To carry out a range of caretaking duties in support of the Site Supervisor to help ensure the school is secure, clean and safe and facilities and resources are maintained and improved**

**To deputise for the Site Supervisor as needed**

## DATE OF APPOINTMENT: February 2016

**LINE MANAGER: Site Supervisor**

**HOURS: 20 hours per week all year round (will need to be flexible to serve the needs of the school)**

Work a rota as agreed with the Site Supervisor

# JOB DESCRIPTION

**Cleaning Duties**

* Undertake daily and periodic cleaning duties as required, including specific designated areas and tasks on a regular basis and general cleaning during the school day as need arises.
* Removal of waste to designated areas, ensuring hazardous/infectious substances are disposed of in accordance with safe working practices where appropriate
* Assist with the collection of litter from around school site and immediate areas outside school grounds

**Caretaking Duties**

Undertake a range of caretaking duties as directed by the Site Supervisor, including:

* Locking and unlocking of school site according to an agreed rota with the Site Supervisor, ensuring the site is safe and secure at the end of each day and alarms are set as appropriate
* Assist with ensuring internal and external requirements are followed at all times
* Support the Site Supervisor to deal with deal with and manage faults and problems which may arise
* Support the Site Supervisor in ensuring all contractors and visitors are managed according to required Health and Safety and Safeguarding guidelines
* Carry out minor day-to-day repairs and maintenance around the school site as directed by the Site Supervisor. Report and follow up faults as necessary
* Assist with the moving of furniture and equipment as required
* Support the Site Supervisor with the management and operation of the school’s heating system
* Support the Site Supervisor with supervision of cleaning staff as necessary
* Lead on or assist with setting up spaces for school events, productions, etc.
* Oversee school lettings as required by the Site Supervisor

**General duties**

* Deputise for the Site Supervisor as needed, including during annual leave and other absence periods
* Support the Site Supervisor with maintaining the school’s Asset Register

**Training and Development**

* Undertake training courses to develop relevant skills.
* Attend Health and Safety courses to keep up to date with legislation.
* Participate fully in the schools’ performance management systems

**Equal Opportunities**

* Understand and act in accordance with equal opportunities policies in the school and the Trust.

**Other**

Undertake such duties which are commensurate with the general level of the post that might reasonably be required by the head teachers or the governing bodies.

# PERSON SPECIFICATION

**Knowledge**

* A good standard of education, particularly in English and Mathematics.
* Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
* An understanding of key elements of safeguarding practice

**Experience**

* Have proven successful relevant employment experience

**Skills & Abilities**

* Good numeracy and literacy skills.
* Be able to show empathy and understanding in sensitive situations whilst being able to exercise judgement and discretion in potentially complex situations
* Be able to liaise effectively with pupils, visitors and contractors
* Ability to work effectively and supportively as a member of the school team
* Ability to demonstrate active listening skills
* Ability to work within and apply all school policies e.g. Health & Safety, Equal Opportunities etc.
* Be resourceful and able to use own initiative in undertaking tasks and duties
* Ability to interact with a wide range of people whilst remaining calm when under pressure
* Ability to use language and other communication skills that pupils can understand and relate to
* Ability to establish positive relationships with pupils and empathise with their needs
* Holds a full, clean driving licence
* Able to (or willingness to learn to) drive a minibus
* Experience of undertaking minor repairs to buildings, fittings, furniture and equipment and working with a variety of building materials
* Experience of using a range of hand tools and equipment
* Able to understand and apply regulations (such as health and safety, manual handling etc.)
* Able to operate electrical/mechanical systems

**Personal Qualities**

* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
* Willingness to work as an effective team member and make contributions as a member of a team
* Willingness to maintain confidentiality on all school matters
* Be energetic, enthusiastic and self-motivated in executing the duties associated with the post
* Be flexible and creative in finding solutions to professional problems
* Be able to cope efficiently with competing demands and to instil a sense of calm when under pressure