

Gascoigne Primary School

JOB DESCRIPTION – Assistant Caretaker

Salary Scale 3 Hours- 35 hours per week, term time only

Purpose of the Job

To ensure the smooth management of school premises with regard to security, cleaning, maintenance, health and safety. To ensure that the school building is an ideal environment for pupils, staff and visitors.

1 Security

- 1.1 Responsible to SLT, Site Manager and School Caretaker for ensuring site is safe and secure.
- 1.2 Act as key holder when required.
- 1.3 Assist with control of visitors - including contractors and lettings.
- 1.4 Open/close the premises when necessary for staff, contractors and lettings, ensuring alarms are activated.
- 1.5 Ensure premises are in a safe condition to be used.
- 1.6 Minimize hazards (Ensuring all corridors and school grounds are free of non-permanent items).
- 1.7 Patrol school during lettings.
- 1.8 Check location of fire fighting equipment and test alarms.
- 1.9 Take action to prevent or respond to trespassers, and inform authorities in accordance with School procedures.
- 1.10 Ensure that all deliveries to the school are checked, received and stored in a secure location.
- 1.11 Open, man and close pedestrian gates at the start and end of the school day.

2 Cleaning

- 2.1 Contribute significantly to cleanliness of site and **ensure agreed daily schedule is completed.**
- 2.2 Monitor day to day cleaning by cleaning contractors, liaising with cleaning contract staff and reporting to Headteacher.
- 2.3 Clean and maintain toilets and washrooms, including replenishing toilet paper, soap dispensers and towels.
- 2.4 Carry out spot cleaning on a day to day basis.
- 2.5 Perform litter picking to outside areas outside contract cycle and ensure that school grounds are free of debris.
- 2.6 Ensure all drains and gullies are clean and free running.
- 2.7 Use powered equipment provided.
- 2.8 Ensure that all pathways are clear of snow and ice and are safe to use.
- 2.9 Take an active role in resolving problems which arise in effecting compliance with contracts, liaising with Contractors' management staff.

3 Maintenance and repairs

- 3.1 Operate heating equipment; liaise with contractors' staff to facilitate routine maintenance.
- 3.2 Ensure that light bulbs/tubes are changed and light fittings cleaned.
- 3.3 Report any breakages, damaged items needing repair. Monitor to ensure that repairs are carried out.
- 3.4 Carry out minor handyman activities within level of competence.
- 3.5 Within level of competence carry out maintenance and repairs covering at least three of the following at advanced DIY standard e.g. Carpentry, painting and decorating, glazing, minor electrical work, carpet/floor coverings, plumbing.
- 3.6 Assist Headteacher to produce regular program and schedule for redecoration/repairs.
- 3.7 At the request of the Headteacher, obtain tenders from external contractors.

4 Materials and equipment

- 4.1 As requested by Headteacher, order cleaning materials and equipment for own use.
- 4.2 Monitor rate of use and safekeeping of materials and equipment; ensure equipment is kept in good working order.
- 4.3 Ensure that supplies and equipment are ordered in line with the School's procurement procedures.

5 On-site services

- 5.1 Portering duties as outlined by the Headteacher to ensure that equipment is where required and on time.
- 5.2 Supervision of School-employed caretaking and cleaning staff.
- 5.3 Plan staff availability to cover all services.
- 5.4 Supervision of and/or technical direction of staff and /or contractors with responsibility for quality of work and delivery of service on time.

6 Health and Safety

- 6.1 Work within Health and Safety guidelines and School and LEA Policies.
- 6.2 Ensure that Health and Safety of all site users, taking immediate action to ensure safety of users and reporting to Headteacher any longer-term issues.
- 6.3 Make recommendations to Headteacher on Health and safety issues.
- 6.4 Assist with the production of risk assessments

7 General Accountabilities and Responsibilities

1. Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
2. Undertake a proactive, committed approach towards the School's Best Value ethos.
3. Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.
4. Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
5. Comply with the competencies and standard requisites agreed by the School as relevant to the post.
6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
7. Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

Name:.....

Signature:.....

Date:.....