

JOB DESCRIPTION

JOB TITLE: Facilities Support Level B - Assistant Caretaker

DURATION:

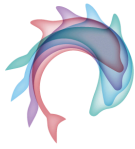
PURPOSE OF JOB

To work alone or within a team under the direction of the Site Manager providing an efficient service of **maintenance & security to the school**, to ensure a clean and safe learning environment for the pupils.

- Serious problems can be referred to Site Manager
- All duties will be carried out within recognised procedures
- **There will be a need to interpret information and to resolve straightforward problems**

PRINCIPAL ACCOUNTABILITIES

- To *promote* and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To remove graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To collect and remove rubbish from work areas to a collection point as directed.
- To carry out emergency cleaning as required, resulting from accident, sickness, vandalism and fire.
- *Ensure* all medical/clinical waste is sealed in appropriate coloured bags and made ready for collection (usually in Special Schools).
- **If required, to maintain and replant the flower beds in the immediate vicinity of the school buildings.**
- To carry out **minor repairs** and report defects such as faulty plugs, fuses etc to supervisor/manager.
- To carry out **basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing and other jobs within capabilities.**
- To move furniture as required.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To take appropriate Health & Safety precautions, where necessary, whilst carrying out duties thereby ensuring the personal safety of all staff, pupils and visitors.



- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job

PERSON SPECIFICATION

JOB TITLE: Facilities Support Level B - Assistant Caretaker
DURATION: Fixed term (3 months)

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- NVQ Level 1 or equivalent comparable experience
- A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs) NB Not for cleaning staff
- Knowledge of Health & Safety policies and procedures

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- **The ability to work unsupervised**
- **Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school**

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role

signed: _____

date: _____

print name: _____