



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

POST TITLE:	Assistant Caretaker
GRADE:	Scale 4 - Salary range spinal point 18 – 21 (£18,070 - £20,138) plus London Weighting (£1,848)
RESPONSIBLE TO:	Premises Manager

Purpose of role:

- To take overall responsibility for the security and day-to-day maintenance of the whole school site.
- To provide a caretaking service for the whole school, ensuring that the school premises are cleaned to the approved specification.
- To provide outstanding facilities at all times.
- To ensure that the school provides a clean and secure environment for its staff, students and community users.

Principal Accountabilities and Responsibilities.

Security

- To ensure that the site is left in a secure situation which includes locking/unlocking of school gates, internal and external doors and closing windows.
- To respond to emergencies and take action as appropriate.
- To alert the Premises Manager to any risk to a breach of security.
- Under the direction of the Premises Manager, ensure alarm systems are kept in good order
- To open and close the school site each day.
- To patrol the site to check for hazards, damages and intruders.
- To assist in ensuring that internal and external security requirements are followed including putting car parking arrangements in place.

Site Management Tasks

- To carry out a programme of daily/weekly/periodic inspections of the school buildings and environment
- Where possible, to remedy any minor or intermediate defects and to liaise with the Premises Manager on any major building defects.

- To make safe damaged or missing furnishings such as floor tiles, secure carpets or remove to make safe.
- To ensure that external social areas, paths and driveways are maintained satisfactorily, including the clearing of snow, gritting and salting of pathways and ensuring that paving slabs are in good condition.
- To deal with the results of vandalism, advising the Premises Manager on any necessary preventative measures or repair work required.
- To ensure that the heating and ventilation systems, fire alarm and air conditioning systems and any other facility systems are properly operated, including automated systems and time clocks.
- To remove graffiti from all areas, windows and other surfaces as required.
- To clean floors and/or furnishings after any sickness has occurred.
- To ensure that the premises are kept free from pests and vermin.

Cleaning

- To ensure that hazardous/infectious solutions and materials e.g. broken glass are disposed of in accordance with agreed safe working practices, removing waste to designated areas.
- To assist in the removal of litter from the school grounds.
- To ensure that appropriate equipment, materials and detergents are used for specific duties.
- To ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary.
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.

Lighting and Heating

- To ensure that lighting is kept in good working order.
- To advise the Premises Manager regarding the ordering of replacement lighting equipment as necessary.
- To ensure that the school is adequately heated.
- To control the level of heating and ventilation throughout the buildings as required by the school.

Porterage

- To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school and ensure that deliveries are dealt with promptly and items repositioned as required.
- To arrange for the disposal of redundant furniture and equipment in accordance with agreed procedures.
- To assist in the moving and replacing of furniture as required.
- To ensure that rooms and areas used are clean and left ready for use.

Lettings

- To cover lettings for the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting if required.
- To ensure that the site and premises are optimised for income generation and community partnership use.

Contractors

- To act as the liaison between contractors and the School or external agencies as appropriate, regarding access to the site.

General Duties

- To undertake a commitment to continuing opportunities for further professional development.
- To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with the safety policy.
- To keep up to date with relevant legislation and regulations including Health and Safety and Control of Substances Hazardous to Health (COSHH).
- To be aware of and comply with policies and procedures of the school including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of the school policies and procedures as appropriate.
- To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
- To undertake any other broadly comparable duties as may be required from time to time to ensure the smooth and efficient running of the school, including working flexibly to solve issues which may affect the running of the school if necessary beyond the shift.
- To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post

N.B. Succession planning is implemented within the school and therefore support posts may vary or rotate periodically and temporary redeployment to another post may be necessary, for example during restructuring or whilst vacancies are being filled.

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Caren Urbani**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the School's Equal Opportunities Policy.

Whilst carrying out duties, ensure that confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data you are exposed to in your line of duty.

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Head's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.