****

**Ralph Allen School Role Description**

|  |  |
| --- | --- |
| **Role title** | **Premises Assistant - Caretaker/Handyperson*****Grade P, points 14-16. 37 hours per fortnight, 2-10pm, all year round (3 days one week, 2 days 2nd week). Some daytime working during school holidays. Weekend working may be required.*** |
| **Date** | October 2016  |
| **1. Role purpose** | To assist the Premises Manager in undertaking a range of duties with regard to the building, site and environment and their users, ensuring their safety and security.  As one of a team to contribute to the general management development and review of the team and unit both in terms of services provided and staff in accordance with the school’s vision and values, policy and other objectives. In doing this to ensure maximum effectiveness and efficiency. |
| **2. Principal duties and responsibilities** | * With the school line manager participate in the formulation of detailed team objectives and policies.
* With the school line manager ensure the effective and efficient implementation of school policies and the achievement of the school’s objectives, including financial ones.
* To contribute to co-operative working across services in accordance with the school’s vision and values. To contribute to cross-service initiatives as required.
* To assist in ensuring the team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
* To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the team.
* To ensure effective and accessible communication with staff, service users, the general public and others as appropriate
* Self evaluation of all the above will be carried out as a continual process.
* The postholder will carry out any other duties that might be considered to be commensurate with the post, as required.
 |
| **3. Dimensions (in quantitative terms, the key areas on which the job has an impact)** | * To assist with maintaining the security of the premises, to include the opening up and locking of premises. To ensure the security of the premises outside normal working hours with regard to locking and unlocking, setting security alarm systems, carrying out security checks and responding to emergency call outs, as appropriate.
* To assist with a range of minor maintenance work, as agreed with the Premises Manager, with regard to the day to day maintenance of the premises and its furnishings; e.g. remedial painting and decorating (within a height of 3.35 metres), repairs to fixings and small scale improvements.
* To assist with arrangements for major maintenance work to be carried out, to include escorting contractors and others to sites of repair and maintenance, assisting with the monitoring the safety of their working practices, reporting where possible on the quality of their work and assisting in the follow up of any apparent failures.
* To assist with the operation of the premises heating system, ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation and to regularly inspect equipment to ensure that it is clean and in safe working order, reporting any deficiencies as appropriate. To include assisting in ensuring, as far as is practical, that adequate supplies of fuel and mobile emergency heating are available at all times.
* To undertake mini bus driving training; to drive the mini bus on occasion; to ensure the mini bus is maintained cleaned and fuelled.
* To assist with the receiving of deliveries of goods and equipment and distributing as appropriate. To include assisting with maintaining appropriate records as required and appropriate levels of cleaning and repair materials.
* To assist in ensuring the general tidiness and safety of the outside areas, e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction, to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
* To assist with cleaning areas not covered by other contracts, together with emergency cleaning duties arising during the working day.
* To undertake general porterage duties to include the setting out and putting away furniture as necessary.
* To oversee evening lettings of the school premises and assist the hirers as required; to ensure the premises are securely locked up after lettings.
* To carry out administration linked to the post, e.g. sending and receiving emails; filing.
 |
| **4. Organisation chart** |  |
| **5. Physical Effort** | * At certain points of the day the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture.
 |
| **6. Working Environment** | * Working in a large secondary school which covers an extensive site with many steps and slopes.
* Due to the nature of caretaking there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.
 |
| **7. Person specification** | * Ability to work required hours of post.
* Good timekeeping.
* Ability to work unsupervised.
* Good communication and inter-personal skills and the ability to get on with all members of the school community.
* Good observational skills to note tasks that need carrying out; the ability to be proactive and take the initiative with tasks as required.

**Essential*** A basic level of literacy and numeracy.
* Ability to communicate clearly and work as part of team.
* Ability to undertake general maintenance work to the required standard.
* Full, clean driving licence.

**Desirable*** Previous relevant caretaking experience.
* Previous experience of general building, plumbing and/or DIY experience.
* Ability to use IT (e.g. email) in a work environment.
 |
| **8. Additional information** | * This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
* The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.
* The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.
* The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.
* All members of associate staff are required to train as first-aiders and to participate in a shared first aid rota.
* The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
* This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
* All year round working.
* As a keyholder, the postholder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time.
* Tools, equipment and protective clothing will be provided where required.
* Although this post will be based at Ralph Allen School, you may be required to work at other schools which are members of the Palladian Academy Trust.
 |