



JOB DESCRIPTION

SCHOOL	St Matthias Academy
JOB TITLE	Assistant Caretaker – Part Time 10 hours per week
GRADE	BG3 pro rata
MANAGED BY	Headteacher / Site Manager

Purpose of the Job

To monitor the security of the school buildings, carry out a programme of maintenance work and monitor the repair and maintenance work of others.

Key Job Outcomes

1. Security

To ensure the safety and security of designated buildings by

- Limiting access to authorised personnel;
- Responding appropriately to emergencies;
- Locking and unlocking the school buildings and grounds;
- Working safely and sharing H&S information with the other school staff.

2. Maintenance

To ensure the maintenance of the school's grounds, buildings and facilities to standards proscribed by the Academy Council by

- Responding to the routine maintenance and repair of buildings and facilities;
- Carrying out exempt cleaning and sweeping the playground clear of leaves, litter and sharp objects;
- Carrying out a range of handy person duties and portering as per the work specification;
- Ensuring that items of equipment and disposable resources pertaining to the job are stored securely.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes



General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Trusts Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Staff Code of Conduct, Regulations and policies of Learn@ Multi Academy Trust, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Date of Job Description: September 2021