



## THE GREEN SCHOOL TRUST

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### Job Description

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|-----------------------------|--|
| Job Title:                  | Caretaker (Facilities Assistant) - Full year – Full Time.  |
| Grade:                      | Scale 4 - £22,377 - £23,607.   |
| Hours of work:              | 36 hours per week. Rotational and split shifts Monday to Friday. The cover of lets cover on Saturday morning 8 am to 1 pm for an additional payment. |
| Annual leave:               | 21 days (+ 3 statutory days during Christmas break).   |
| Notice:                     | One month.   |
| Line Manager:               | Facilities Manager via Senior Facilities Assistant.  |
| Team membership:            | The Green School Trust - Facilities Team.  |
| Supervisory Responsibility: | Facilities Cleaning Team.  |
| Home School:                | TSGB and/or TSGG; working across The Green School Trust.   |

### Purpose of the Job

To work proactively ensuring the upkeep of cleanliness, maintenance, security, hygiene and safety within the school buildings and its grounds, in order to ensure the health, welfare and safety of staff, pupils and visitors, in accordance with health and safety legislation.

### Main Functions and General accountabilities:

1. To act and respond in a professional and courteous manner at all times.
2. To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working and learning environment.
3. To ensure designated areas are cleaned in accordance with the building cleaning specification as directed by the Facilities Manager and/or Senior Caretaker/Senior Facilities Assistant or designated nominee. This will include hallways, floors, toilets, classrooms, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
4. To carry out and/or to ensure all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines and the cleaning specification.
5. To supervise cleaning staff or monitor cleaning contracts staff and record cleaning standards to ensure the requirements are maintained and that the school is a clean and pleasant environment.
6. To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.

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7. To be responsible for any gardening within the school grounds in order to ensure a presentable environment for pupils, staff and visitors.

To liaise with the Facilities Manager and/or Senior Caretaker/Senior Facilities Assistant on a regular basis regarding duties/rotas/staffing/issues or concerns/developments.

8. To inspect school equipment as specified, and to carry out basic maintenance and improvement work to school buildings, this may include decorating, carpentry, basic plumbing, minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.

9. To ensure that playgrounds, paths and driveways are in satisfactory condition. This will include Snow clearing and salting as required.

10. To read all meters and record as required, including assistance with energy conservation procedures, and to operate heating and hot water supply plant in accordance with agreed policy instructions and carry out frost precaution procedures.

11. To ensure all lighting is maintained is working order by replacing lamps/starters as required. Any issues being reported and place on the job list.

12. Ensure all boiler rooms are checked on a daily basis to ensure there are no leaks and that the system is operating efficiently. Issues to the heating system are to be reported to the Facilities Manager and/or Senior Caretaker/Senior Facilities Assistant immediately.

13. To be trained on and use the Boiler Management System to ensure heating efficiency.

14. To cover lettings of school premises as appropriate whilst on duty. 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. NB Attendance on site during lettings outside normal working hours will be paid at the established letting rate.

15. To undertake training/attend courses as appropriate to carry out the Facilities duties in a safe and efficient manner.

16. Work with the Facilities Manager and/or Senior Caretaker/Senior Facilities Assistant to train and retain new Facilities Staff and to assist with the recruitment of new staff in order to ensure an effective workforce is available to carry out the service required.

17. Take such measures as appropriate to protect the school and its contents; ensuring that the buildings and site are left in a secure state, which includes arming/disarming security alarms, locking/unlocking of school gates and external and internal doors and closing windows.

18. To alert the Facilities Manager and/or Senior Caretaker/Senior Facilities Assistant to any risk or breach of security.

19. To be 'on-call' in the event of an emergency during school closure times (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.

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20. To be a key holder for the Green School Trust, responsible for routine opening and closing of the school premises when required.
21. To ensure access is provided to cleaning/contractors' staff within approved times.
22. To perform risk assessments if required, and to liaise with other agencies in order to ensure Health & Safety checks are carried out, and that Health & Safety standards are maintained; including the wear of PPE clothing when required..
23. Be the first point of contact for contractors to the school.
24. To assist in ensuring an efficient portage service, to include the receipt, transporting and storage of goods that have been delivered to the site and the movement of fixtures, fittings, furniture and equipment. To undertake any other lifting tasks required by the school. Where necessary, to arrange for the disposal of redundant furniture and equipment as directed.
25. To liaise on a daily basis with the Facilities Manager and/or Senior Caretaker/Senior Facilities Assistant or nominated person to discuss any areas of concern and to decide on the order of work required to be carried out by the Facilities Team or contractors.
26. To use a web based job list, use Gmail, Word and Excel to communicate within the school.
27. To uphold The Green School Trusts and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

#### **General accountabilities:**

1. To ensure confidentiality of all information is maintained at all times
2. To undertake other tasks as directed by the Facilities Manager and/or Senior Caretaker/Senior Facilities Assistant or nominated person.
3. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. To be aware of and support difference and equal opportunities for all.
5. To contribute to the overall ethos of The Green School Trust.
6. To participate in training and other learning activities and performance development as required.

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 by the Facilities Manager/Executive Headteacher.

Your duties will be as set out in the above job description but please note that The Green School Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

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## **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## **Data Protection**

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions GDPR May 2018.

## **Equal Opportunities**

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

## **Safeguarding Children**

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education" September 2018.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

## **Health and Safety**

You are required to comply with the school's Health and Safety policy at all times.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed April 2018

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## Person Specification

**Post Title:** Facilities Assistant

| Criteria   | Essential Criteria   |
|--|--|
| <b>Job Related Education and Qualifications and Knowledge</b>  | <ul style="list-style-type: none"> <li>• Educated to NVQ Level 2 or comparable relevant experience.</li> <li>• A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses &amp; light bulbs).</li> <li>• Have good IT skills using Gmail, Word and Excel.</li> <li>• Knowledge of Health &amp; Safety regulations in schools including COSHH guidelines.</li> </ul>   |
| <b>Skills and Abilities</b>  | <ul style="list-style-type: none"> <li>• Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items and operate vacuum cleaners, scrubber dryers and floor mops.</li> <li>• The ability to work flexible hours.</li> <li>• Willingness to undertake necessary tasks of an unpleasant nature.</li> <li>• Effective verbal communication skills.</li> <li>• Good Numeracy and Literacy skills.</li> <li>• Strong organisational skills.</li> <li>• The ability to prioritise own workload.</li> <li>• The ability to work unsupervised.</li> <li>• The ability to supervise the work of others.</li> <li>• Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school.</li> </ul> |
| <b>Other Requirements</b>  | <ul style="list-style-type: none"> <li>• An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations.</li> <li>• Flexibility.</li> <li>• Reliability.</li> <li>• Mature attitude to work.</li> <li>• Willingness to learn, keep up to date with and implement Health &amp; Safety procedures/policies relevant to the role.</li> </ul>   |
| <b>Experience</b>  | <ul style="list-style-type: none"> <li>• Two years' experience of Facilities Support related work.</li> <li>• Experience of organising or dealing with supervision of a range of maintenance, cleaning and janitorial duties.</li> <li>• Experience of supervising staff.</li> </ul>   |
| <b>Desirable</b>   | <ul style="list-style-type: none"> <li>• Previous knowledge/experience of cleaning.</li> <li>• Experience of use of cleaning machinery.</li> </ul>   |
| <b>Equalities</b>  | <ul style="list-style-type: none"> <li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with The Green School Trust Equalities Policy.</li> </ul>   |
| <p>The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> |  |

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