

DEPARTMENT	CHILDREN'S SERVICES	SCHOOL	Pens Meadow
JOB TITLE	Assistant Caretaker	WEEKLY HOURS	37 All Year Round
GRADE	Grade 3 SCP 3 to 4	SALARY	£25,185.00 - £25,583.00
RESPONSIBLE TO	HEADTEACHER AND GOVERNING BODY	RESPONSIBLE FOR	

Main Activities:

GENERAL

The Caretaker is responsible, through the Headteacher and Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

Principal responsibilities are detailed below:

DUTY HOURS

- The working day is 37 hours per week to be worked normally between the core time of 6:00am and 6.00pm depending upon the needs of the service.
- Occasional evening lettings for which overtime will be paid, based on the hourly rate of the assistant caretaker's salary. The school has a commitment to working with the community.

SECURITY AND ASSOCIATED DUTIES

Duties include

- Carrying out security procedures for School buildings and grounds.
- Opening and closing of School premises, including gates, doors, windows, fire exits etc., for the purpose of School use, lettings, out of School hours function, maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the Headteacher and/or Police as necessary.
- Courier duties as required by the Headteacher, including taking cash to be banked as required
- Performing security duties before/after School.

LETTINGS

- Complying with instructions received from the Headteacher/Board of Governors concerning letting procedures and carrying out as per lettings agreement.
- Where requested by the Headteacher, be on site during the course of lettings to:
- give any assistance to the hirer of the facilities hired.
- to ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
- to ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting. Carry out as required by the Headteacher any necessary cleaning of areas within the letting agreement.

HEATING

- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and Headteacher.

SICKNESS / ANNUAL LEAVE COVER

- Co-operate with other nearby Schools to ensure emergency cover in the event of sickness or other absences including holiday leave.
- Holidays to be taken in consultation with the Site Manager and subject to the approval of the Business Manager.

DELIVERIES / POST

- Take delivery of post, stores materials and other goods.
- Unpack and store stock in conjunction with the Headteacher, Business Manager and Office Manager.
- Take incoming mail to the Admin office as required.

FURNITURE MOVING.

- Move such items of School furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.

CLEANING

- Supervise School cleaning staff, ensuring all areas are cleaned to required specification. Liaise with Client Services on provision of cleaning materials etc. Ensure that cleaning machinery and equipment is maintained as Client Services guidelines, reports defects as they arise.

ELECTIONS

- Comply with instructions with regard to arranging the necessary facilities for the School to be used as a Polling Station as required by the Returning Officer [if/when applicable].

ENERGY CONSERVATION

- In conjunction with the Headteacher, implement all agreed policies.

- Read, record and report all meter readings as required by the Headteacher/Energy Conservation Officer. Inform Headteacher and Energy Conservation of any concerns.
- Liaise with the Energy Conservation Officer.

EMERGENCIES - Some examples are:

- Clean sickness and spillages as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Arrange repairs etc with contractors with prior approval of the line manager

INTERNAL MAINTENANCE

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Order and take delivery of materials to deal with repairs mentioned above.
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Headteacher.
- Be responsible for the supply and availability of all hygiene materials.
- Remove graffiti etc. as required by Headteacher.
- Carry out minor repairs to School equipment as agreed with the Headteacher.
- Purchase materials for minor repairs.
- Carry out minor works in order to improve the site as required by the Headteacher and Board of Governors.
- Attend appropriate training courses as required by Headteacher.

EXTERNAL MAINTENANCE

- Maintain cleanliness and general tidiness of all external hard areas.
- Empty litter bins on a daily basis.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of School, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
- Report/repair defects as appropriate.
- As required by the Headteacher, remove/obscure all graffiti.
- Undertake designated gardening duties.
- Cleaning of outside glass in entrance hall.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.

- Some gardening duties, mowing, & weeding to keep grounds tidy.
- Carry out internal/external window cleaning where required.
- Carry out minor works in order to improve the site, as required by the Headteacher and Board of Governors.
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Headteacher/line manager.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. EXPERIENCE

- Competent at basic building repairs and maintenance and grounds maintenance.
- Use of small industrial / electrical / mechanical equipment.
- Experience of commercial cleaning operations.

2. QUALIFICATIONS/TRAINING

- Willing to undergo training as required; able to understand and apply regulations (such as health & safety, manual handling regulations etc.).
- Able to operate electrical / mechanical systems.

3. PRACTICAL SKILLS

- Able to effectively organise and supervise the work of others (such as cleaners and contractors).
- Reading, writing and numeracy skills sufficient to check time sheets, delivery notes, lettings forms etc.
- Able to regularly handle / carry heavy items.

4. PERSONAL QUALITIES/ATTITUDES

- A proven record of a high level of attendance at work; honest; able to work effectively with little supervision; polite and courteous to members of the public; calm and patient when under pressure; co-operative with other employees, parents and visitors.
- Able to show initiative and work proactively to ensure the smooth running of the site.

5. OTHER ESSENTIAL REQUIREMENTS

- Willing and able to start work early when required.
- Be on call for emergencies and deal with regular evening and weekend lettings.
- Must be flexible with regard to working hours. (7.5 hrs per day to be worked within the core time of between 6:00am –6:00pm depending upon the needs of the service.