



Job Description - Assistant Caretaker

Responsible to - Estates Manager

Purpose of the Job

This assistant caretaker role will be responsible for high standards of presentation and cleanliness of the school site during the day and for ensuring the site is locked and secured each evening. This role will be the main contact for all out-of-hours lettings.

Principal Duties and Responsibilities

Caretaking/Cleaning (10.45am-5pm)

- Ensure that satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens and other external surface areas ensuring they are kept free of litter and empty bins as necessary
- Undertake some internal cleaning duties, including the removal of graffiti, cleaning of furniture and to clean sickness and spillages as required
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required
- Monitor stock levels and inform the Cleaning Supervisor of requirements
- Deep clean refuge points throughout the premises as needed
- To ensure that gullies, drains etc., are kept free from debris
- Ensure clear and safe pedestrian access to the School particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
- Assist in the preparation of the school premises for events, reception of visitors, and car parking as required.
- Assist in the setup of rooms/halls for assemblies or events including moving furniture.
- Draw to the attention of the Estates Manager any repairs or maintenance work required.
- Assist with minor/simple maintenance.
- To attend to, where necessary, personnel visiting the site such as contractors
- Carry out general caretaking duties as required by the Estates Manager.

Lettings Management/Site security (5pm-7.30pm/8.30pm)

- To take responsibility for ensuring the site is locked and secured each evening
- To ensure all doors and windows are secured and all lights, teacher boards and heaters are switched off after use
- To follow correct procedures for setting the alarm system
- Carry out all necessary checks to ensure fire alarms, extinguishers and related equipment
- Ensure all appropriate records and documentation are kept in accordance with regulations and as directed by the Estates Manager
- To report emergencies in the case of faults with gas, electric and water supply to your line manager, or where not immediately available, contact the relevant parties.
- Undertake the responsibility of keyholder as required and be on the alarm call out rota
- Duties in connection with evening, weekend or holiday events, including school functions
- To attend to, those who hire the facilities or contractors attending out of hours.

Lunchtime security (1pm-2pm)

- Control access to the school by 6th form Students at the back gate.

General Responsibilities

- Be aware and comply with policies and procedures relating to child protection, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to the school Health and Safety Policy including risk assessment and safety systems
- To adhere to the School Policy on Equality and Diversity
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required
- Support school events as and when required
- Undertake similar duties commensurate with the level of the post as required by the Estates Manager/Headteacher

The above is not exhaustive, but gives guidance to the post-holder and line managers as to the expectation of the post. The high standard of presentation of the estate and its buildings is an essential element of this position. The confidence that visitors to the School can arrive at any time and be impressed by the environment is paramount.

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder and Estates Manager.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.