

Job Description for Assistant Caretaker

Job Title:	Assistant Caretaker		
Grade:	Scale 3	Commitment:	35 hours per week
Department:	LBBD Children Services		
School:	Beam County Primary School		

General responsibilities

Working under the general supervision of the Caretaker and in line with school Health and Safety Policies; to develop a culture of safety awareness throughout the school and its operations, you are responsible for:



- Promoting a safe, secure, clean, well-ordered and maintained environment for all pupils, staff, parents and visitors.
- Working within the remit of risk assessments, including COSHH and PPE.
- Supporting the school's team ethos by working in partnership with teachers, leaders and other staff to provide a high-quality learning environment for pupils at the school.
- Taking responsibility for your own professional development by positively engaging in appraisal activities and actively participating in appropriate meetings and training opportunities.

Specific responsibilities

Being accountable to the Caretaker:

1. Security

- Be a key holder for the school building and site.
- Open and/or close the premises ensuring that the security of the building is maintained (for staff, contractors and lettings as well)
- Take action to prevent or respond to trespassers and inform authorities in accordance with school procedures
- Assist the Caretaker in ensuring the building is in a safe condition to be used. Minimise hazards, including on occasion checking location of firefighting equipment and that alarm bells are working.
- Assist the Caretaker in patrolling the premises as appropriate and respond to irregular occurrences.
- Test alarms (if required) and keep records.
- Deal with emergency matters such as flooding and vandalism and specific cleaning issues (graffiti).
- Patrol during lettings and deal with intruders / trespassers within guidelines.
- On occasion, when instructed by the Caretaker, be responsible for supervising contractors on premises monitoring and ensuring compliance with contracts.
- Monitor parents/children entering premises before or after school day.
- Assist the Caretaker to manage lettings and building contractor's arrangements.

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2. Cleaning

Ensure the cleaning of buildings and upkeep of grounds is to a good standard and

- Contribute significantly to cleanliness of site.
- Assist cleaning staff in cleaning and maintaining toilets, washrooms and halls, to include replenishment of toilet paper, soap and towels in toilet and washroom areas.
- Spot cleaning of premises, as required, on a day-to-day basis.
- Respond to accidental spillages and occurrences as directed by the SBL/ Headteacher/Deputies and Caretaker.
- Perform litter picking, both inside and outside the buildings, sweeping where necessary and emptying litter bins.
- Weeding around the site.
- Use powered equipment provided, when directed.
- Carry out a cleaning check prior to the use of premises by users in the evening and at weekends.
- Assist the Caretaker in ensuring all drains and gullies are clean and free running.
- Ensure that all pathways are clear of snow and ice and are safe to use.

3. Maintenance and repairs

- Report any breakages, damage, items in the building or forming part of the building requiring maintenance and repair, to the Caretaker or SBM.
- Assist the Caretaker to carry out minor repair, maintenance work and handyperson activities (where necessary): e.g. bulb and tube replacements, window replacement / boarding up, painting, repairing door locks, unblocking toilets and sinks, fitting new toilet seats. This may also include putting together and erecting new sheds or fitting new furniture. Working in conjunction with the Caretaker when and where necessary. Where maintenance / repair is outside the scope or ability, to report to the Caretaker.
- Assist the Caretaker to monitor and adjust the heating system in the building, ensuring that where possible, energy conservation measures are adhered to.
- Assist when light bulbs/tubes are changed, as necessary and ensure that light fittings are cleaned.
- Assist Caretaker to ensure all taps are activated on a weekly basis and records maintained.
- Assist the Caretaker with maintenance of the school site and the buildings, the efficient operation of all facilities on the property; including installation and plant for lighting, heating, energy conservation, ventilation, etc.
- Follow instruction from the Caretaker on issues reported in the minor repairs book, ensuring that relevant issues are dealt with in a timely manner.
- Responding to emails and requests for ad-hoc assistance around the school.

4. Materials and equipment

- Observe Health and Safety regulations when handling materials and equipment.
- Monitor rate of use and safekeeping and use of materials and equipment; ensure equipment is kept in good working order.

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5. On-site services

- Portage duties and ensure deliveries are distributed and stored as appropriate to ensure that equipment is where required and on time: e.g. reinstate rooms, moving furniture, receiving in-coming goods, lay out halls and classrooms for events such as parent meetings, performances and exams.
- Take delivery of goods onto school premises outside normal office hours.
- Carry out routine administrative tasks e.g incident report forms, delivery advice notes and posting safety notices.
- Read electricity, gas and water meters.
- Play a key role in looking after school pets, e.g. housing, cleaning and feeding, and playing a role in teaching children how to do so.

6. Information Technology and Resources

- Be conversant with and use Information Technology facilities available within the department.
- Utilise information technology equipment in connection with the duties of the post.

7. Support for Colleagues

- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- Communicate openly and honestly with colleagues.
- Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

8. Personal Development

- Maintain an up to date understanding of the requirements of the role and responsibilities.
- Take responsibility for continuing self-development.
- Positively contribute to appraisal/performance reviews.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.

9. Health and Safety

- Work within Health and Safety guidelines and school and LA policies.
- Ensure the health and safety of all site users, taking immediate action to ensure safety of users and reporting to Headteacher any longer-term issues.
- Make recommendations to Caretaker/Headteacher/SBL on health and safety issues.
- Follow formal risk assessments and make informal risk assessments, as required.
- Ensure logs are up to date.
- Ensure waste is disposed of correctly.
- Promptly report any problems in maintaining standards of health and hygiene to the Caretaker or SBL.
- Assist the Caretaker in initiating regular fire alarm tests and keeping records.
- Assist the Caretaker in initiating regular testing of the water system and keeping records.

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10. Customer Care

- Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council
- Respond to client / customer queries and deal with complaints, referring more difficult / complex issues to the SBL/headteacher.

Note: Postholders are not expected to perform maintenance tasks beyond their own capabilities without training and should be aware of Health and Safety regulations.

Please also refer to our school **Staff Code of Conduct** and **Expectations for the Site Team** for further details.

General Accountabilities

- Ensure compliance with, and actively promote, the Council's Equalities and Diversity and Health and Safety policies and strategies.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Understand fully the school's Child Protection policy and ensure all issues relating to pupils' safeguarding are reported immediately to the designated members of staff.
- Fulfil duty of care in line with school Health and Safety policy.

The above responsibilities and expectations are neither exclusive nor exhaustive and the Assistant Caretaker may be required to carry out such other appropriate duties as may be required by the Headteacher within the competence of the individual.

The Assistant Caretaker reports to:

Caretaker
School Business Manager
Headteacher

Assistant Caretaker:

Date:

Headteacher:

Date: