

# Fort Royal School

## Job description; Assistant Caretaker, Scale 3

**Responsible To:** Site Manager, School Business Manager (SBM), Headteacher

**Responsible For:** Grounds persons, Cleaning staff and contractors on site as directed by the Site Manager

**Line Manager:** Site manager, SBM, Headteacher

### **JOB PURPOSE**

To assist the Site Manager in maintaining a clean, safe, welcoming environment and a high level of security of the school and premises.

### **PRINCIPAL CONTACTS**

Pupils, teachers, Site Manager, SBM, reception staff, cleaners, contractors, parents/carers.

**Hours:** 37 hours per week, all year round. Shifts to be covered between 7am and 6pm, with support for lettings and events at weekends and evenings to be agreed. Hours worked during school holidays to be agreed with Site Manager and SBM dependant on school needs.

### **JOB RESPONSIBILITIES AND TASKS**

- To ensure that a high level of security and safety is maintained of the building and grounds in order to protect the well being of students and staff and to safeguard the resources of the school.
- Ensuring all routes internal and external are clear and accessible in all conditions and at all times.
- To monitor and contribute to the development and maintenance of the site and buildings and ensure the effective use of resources.
- To be responsible for the security of the premises and its contents in the absence of the Site Manager.
- To act as key holder, attend call outs and be point of contact both inside and outside of normal working hours by agreement, and for the absence of the Site Manager liaising with Headteacher, Deputy Headteacher, SBM and Governors.
- To undertake routine safety and maintenance checks around the school including the vehicles.
- To comply with the Health and Safety at Work Regulations, taking reasonable care for the health and safety of all those affected by their work, and to ensure that Health and Safety responsibilities are followed.

- To ensure that contractors have effective systems in place to ensure that the health and safety of themselves, their employees and the staff and pupils and visitors of the school prior to the commencement of work on site utilising the school handbook and asbestos documents.
- To assist the Site Manager in monitoring and managing traffic and pedestrians on site to ensure optimum safety.
- To monitor the levels of supplies and equipment and report to the Site Manager as necessary.
- To undertake the use and maintenance of plant, supplies and equipment as directed by the Site Manager.
- To undertake basic external and internal maintenance and repair work.
- To assist the Site Manager in locking/unlocking school premises at agreed times including lettings and after school activities by arrangement.
- To operate the heating, lighting and plumbing system as directed.
- To operate any fire, burglar alarms as directed.
- To supervise, under the direction of the Site Manager, directly-employed cleaners, grounds persons and other contractors as necessary.
- To report to the Site Manager any absences and additional hours worked in respect of postholder and any cleaning staff as necessary.
- To undertake cleaning duties which occur during the school day, which cannot be left for cleaning staff.
- To immediately clear up any hazards to pupils and staff (i.e. spilt chemicals, broken glass).
- To undertake portage duties as required.
- To support, set out and clear away tables and chairs in school halls when required.
- To undertake lettings as agreed with the Site Manager.
- To drive the school vehicles as required.
- To undertake routine maintenance of the hydrotherapy pool and other specialist areas of the school ensuring relevant documentation completed. Training to be provided.
- *n.b. This list is not exhaustive*
- *The post holder may be required to undertake such other tasks and duties appropriate to the level of appointment as the Headteacher may require. All parties share a responsibility for ongoing dialogue, to ensure that the duties outlined within this job description remain fair and reasonable and continue to be appropriate to meeting the needs of children and young people in the school.*

- *The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.*
- *The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.*
- *The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff through fluent and accurately spoken English*

- ***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.***

## Job specification; Assistant Caretaker

	Essential	Desirable
Qualifications knowledge experience, and Training	<ul style="list-style-type: none"> <li>• Relevant qualification and/or experience/practical skills in one or more ( or similar) of the following areas: <ul style="list-style-type: none"> <li>– Plumbing</li> <li>– Carpentry</li> <li>– Painting/decorating</li> <li>– Building work</li> </ul> </li> <li>• Willing to undertake training where necessary and appropriate</li> <li>• Driving licence and preferably a D1 licence ( to drive minibus) or willing to undertake training for and take D1 test within half a term of appointment.</li> <li>• To be trained as a first aider.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and qualification in pool maintenance</li> <li>• Knowledge, experience &amp; application of Statutory LA and Health &amp; Safety regulations</li> <li>• Knowledge and understanding of manual handling and COSHH.</li> <li>• Staff supervision</li> <li>• Qualifications and experience in work at height and risk assessment.</li> <li>• Playground inspector qualification.</li> <li>• Supporting the development of new systems and procedures in line with best practice</li> <li>• A good knowledge of school systems</li> <li>• Experience of working in a school or similar establishment</li> <li>• Working in an environment subject to health &amp; safety, hygiene, child welfare and protection regulations.</li> </ul>
Skills, Personal Qualities and Abilities	<ul style="list-style-type: none"> <li>• Competence in ICT</li> <li>• Trustworthy, and reliable</li> <li>• Self motivated.</li> <li>• Able to work with minimum supervision and problem solve.</li> <li>• Able to remain calm under pressure.</li> <li>• A high standard of communication skills with various stakeholders.</li> <li>• Demonstrate a sensitivity to and have an understanding of being part of a Special School and multi-cultural community</li> <li>• Willingness to undertake courses and learning to develop skills</li> <li>• Organisation skills</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and own position within these</li> <li>• Manage own time effectively, organise &amp; prioritise workload to ensure objectives are fulfilled</li> </ul>	