



## JOB DESCRIPTION

<b>School: THE FEDERATION OF WILSON AND OXFORD ROAD</b>	<b>Department/Division: Education &amp; Community Services</b>
<b>Post Reference No:</b>	<b>Location: Wilson and Oxford Road</b>
<b>Job Title: ASSISTANT CARETAKER</b>	<b>Grade/Salary Range: RG2 3-5</b>

### JOB PURPOSE

- To assist the site manager in providing a clean and safe environment for the users of the school buildings and grounds. In addition, to ensure the smooth operation of the site and that the premises are safe and secure.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- To be responsible to the Site manager, Schools Business Manager and Headteacher

### MAIN DUTIES AND RESPONSIBILITIES

- Security of the school's buildings and grounds including unlocking and locking up the premises at the beginning and end of the school day and setting the intruder alarm.
- Setting out the lunch tables ready for school lunches and clearing up and storing the tables away at the end of lunch.
- Daily and periodic cleaning of designated areas of the school building e.g. toilets
- Operation of the school's heating system
- Perform legionellas' checks on a weekly/monthly basis including documenting the results.
- Help with the weekly fire inspection/checks around the school.
- Ground maintenance duties, including weeding and leaf clearance.
- General portorage including movement of furniture and equipment within the school.
- To collect refuse sacks from other cleaners and place in main bins located in bin store area.
- Daily emptying of playground bins
- Periodic cleaning of windows around the school

### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

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- Carrying out reasonable "handyman" duties, as requested by the Site manager or School Business Manager. Specifically tasks which cannot easily be carried out during the school day. E.g. routine classroom/toilet maintenance relating to fixtures and fittings. Assembly or fixing of new equipment.
- Provide cover for site manager, including key-holding for locking and unlocking of the site, during holidays/sickness
- Unlock and lock the school for lettings out of school hours and ensure the hirer leaves the school clean and tidy ready for the children's use.
- Ensuring COSHH assessments are regularly updated and located for all cleaners to access, taking appropriate remedial action where hazards are identified or reporting more serious concerns to a manager.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

No budget responsibilities

**PERSON SPECIFICATION**



<b>School: The Federation of Wilson and Oxford Road</b>	<b>Education &amp; Community Services</b>
<b>Job Title: Assistant Caretaker</b>	<b>Post Reference No:</b>

**Qualifications/Education/Training:**

Awareness of Health and Safety issues  
Good basic literacy and numeracy skills.  
Willingness to undertake training

**Experience**

Some previous experience of working in maintenance/building services i.e. painting, working with power tools.

**Knowledge, Skills and Abilities**

Able to move furniture and perform portering duties  
Knowledge of the appropriate use of general handyman tools and equipment. Specifically the safe operation of tools.  
Good oral, written and communicating skills  
Knowledge of the appropriate use of cleaning materials and equipment  
Practical, proactive, flexible approach to work  
Able to develop and maintain good relationships with staff and pupils and work as part of a team  
Methodical and well organised  
Able to work under pressure at times.  
Flexibility and sensitivity to the needs of a wide range of users of the school.

**Specific Working Requirements**

Post-holder needs to be reasonably fit and active, as some physical effort is required.  
Some outside working and working in wet weather will be required.