



Parkfield Primary School

Assistant Caretaker – Job Description

Job details

Salary Range: Spinal points 4-5: £27,729 – £28,120 (pro-rata)

Contract type: Part time (15 hours per week), permanent, term-time only

Reporting to: Site Manager

Responsible for: n/a

Main purpose

The Assistant Caretaker is responsible for assisting the Site Manager to:

- maintaining the school in a good state of repair and appearance
- ensuring the security, health and safety and cleanliness of the school
- supervising the work of the cleaners

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Site Manager
- Carry out small repairs
- Ensuring a tidy and clear school site, including leaves
- Regular inspection and cleaning of toilets, replenishing supplies such as soap and paper towels as required
- Keeping drains and gullies free-flowing, including unblocking them
- Undertaking lettings when necessary

Cleaning

- Carry out ad-hoc cleaning duties, litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Supervising the work of the cleaners, reporting any issues to the Site Manager, and oversee standards of cleanliness
- Removing any graffiti on school property

Security

- Maintain the security of the school premises as a key holder
- Locking the premises daily, including out of school hours when necessary
- Oversee the procedures for locking up at end of the day, including windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Oversee the setting of security alarm systems, report any potential security breaches, and respond to any call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the Site Manager on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Keeping corridors and fire escapes clear of obstructions
- Ensuring fire doors and escapes are left unobstructed and in good working order.

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

All staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.



Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that staff will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: November 2024

Next review date: October 2025

Principal's signature:

Date:

Postholder's signature:

Date:
