

<b>JOB DESCRIPTION</b>			
<b>Role</b>	Assistant Caretaker		
<b>Reports to</b>	Premises Manager		
<b>Accountable to</b>	Headteacher		
<b>Grade</b>	4	<b>SCP</b>	8 - 10
<b>General Purpose</b>	<ul style="list-style-type: none"> <li>Work under the direction of the Premises Manager and School Business Leader and to undertake any other reasonable duties as may be allocated by the Headteacher.</li> <li>Provide a warm welcome to all pupils, visitors, parents, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day.</li> <li>Create a stimulating environment that encourages and supports social development.</li> <li>Promote the highest standards of behaviour as the norm.</li> <li>Act as a role model for all children.</li> </ul>		
<b>Purpose of role</b>	<ul style="list-style-type: none"> <li>Liaise daily with the Premises Manager and School Business Leader on caretaking issues.</li> <li>Supervise the cleaners and the cleansing service of the school.</li> <li>Ensure the security of the school premises.</li> <li>Assist in the maintenance of any equipment or machinery within the school.</li> <li>Help maintain the internal and external fabric of the schools premises as a safe working environment.</li> </ul>		
<b>Specific Responsibilities</b>	<p><b>MANAGEMENT AND SUPERVISION:</b></p> <ul style="list-style-type: none"> <li>The Assistant Premises Manager will report to the Premises Manager or School Business Leader on any failure to meet the required cleaning standards.</li> <li>Deal with enquiries from staff, pupils, parents and the public.</li> <li>Plan and work allocation for directly employed cleaners where required.</li> <li>Induction and instruction of cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.</li> <li>Supervision of cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.</li> <li>Authorise weekly time sheets for cleaners and help in the preparation of claims for caretaking fees for lettings.</li> <li>Assist in the undertaking of the annual fire risk assessment.</li> <li>Attend training courses where appropriate.</li> <li>Occasional care and feeding of school pets during holiday times.</li> <li>Occasional watering of plants.</li> <li>Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.</li> </ul>		

**SECURITY:**

- Open and close school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance and emergency services.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Headteacher and Police where necessary.
- Internal mail courier duties as required by the Headteacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Premises Manager and the Senior Leadership Team, ensuring the safe use of the school site at all times.

**HEATING:**

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the Premises Manager.
- Change filters as appropriate.

**ENERGY CONSERVATION:**

- Read, record and report all meter readings as required by the school.

**EMERGENCIES:**

- Clean sickness, etc. and spillages as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

**LETTINGS:**

- Perform all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Local Authority's arrangements.

**INTERNAL MAINTENANCE:**

- Report all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc. as required.

	<ul style="list-style-type: none"> <li>• Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).</li> <li>• Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed with the Headteacher.</li> <li>• Be responsible for the supply and availability of hygiene materials as required.</li> <li>• Receive and move supplies to various parts of the building as appropriate.</li> <li>• Remove or obscure all graffiti as required by the Headteacher.</li> </ul> <p><b>EXTERNAL MAINTENANCE:</b></p> <ul style="list-style-type: none"> <li>• Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.</li> <li>• Clean and clear all drains, gullies and ensure effective and healthy operation.</li> <li>• Inspect outside fabric of the school and report and/or repair defects as appropriate.</li> <li>• Inspect all fences, gates, walls, steps, lights etc., report and/or repair defects as appropriate.</li> <li>• Clear leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.</li> <li>• Inspect all outside areas for hazardous materials. Consult with Headteacher for the best method of removal.</li> <li>• Maintenance of school gardens including planting bulbs etc.</li> </ul> <p><b>SCHOOL CLEANING:</b></p> <ul style="list-style-type: none"> <li>• Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Premises Manager.</li> <li>• In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc.) of buffers, sprayers, etc. is undertaken.</li> <li>• In areas where the Assistant Premises Manager undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Premises Manager.</li> <li>• Daily disinfection of water fountains.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Keep abreast of recent legislation and developments relevant to the role.</li> <li>• Take part in any relevant staff meetings, as and when appropriate.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.</li> <li>• Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>

