

JOB DESCRIPTION

School: The Kennet Federation	Department/Division: Education & Community Services
Post Reference No:	Location: The Kennet Federation
Job Title: Casual Assistant Caretaker	Grade/Salary Range: RG2b Scale point 11-13 Gauge Code: J323

JOB PURPOSE

Under the guidance of the School Premises Manager be responsible for site security at the end of each school day. To work in conjunction with the full-time caretaker to distribute consumables and maintain the outside areas.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Line managed by Premises Manager
Responsible to Premises Manager and Head of Operations
Contacts: full-time caretaker, teaching and support staff, office staff, cleaners, kitchen staff, children, parents, governors, LA officers, contractors, security firms.

MAIN DUTIES AND RESPONSIBILITIES

Health and Safety

- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- In the event of an emergency respond as directed by the Headteacher or other senior leadership in accordance with the procedures laid down in the school's emergency plan.

Security

- Be a key holder and secure the school building and site at the end of the day ensuring that all lights and other electrical equipment have been switched off, windows and doors are closed and secured and the alarm has been activated.

Cleaning

- Upkeep of outside areas to include sweeping and litter picking.
- Empty the playground bins on a regular basis.
- Clean the drinking fountains on a daily basis.
- Collect and assemble waste for collection.
- Ensure that out of date fruit is disposed of and keep the storage cupboards clean.
- Ensuring where a pupil has been ill, the area is cleaned and sanitised immediately
- Keeping the school grounds well maintained, trimming the shrubs, gathering leaves, tidying bed etc.

Porterage

- Distribute soap, toilet rolls, tissues, paper towels and other consumable items from school stock. Inform the full-time caretaker when stock needs replenishing.
- Transport and store deliveries around the school site as necessary.

Infrequent Duties

- Occasional cleaning, possibly of bodily fluids.
- Take appropriate action and provide access for the emergency services in the event of fire, flood, breaking and entering, accident or other major incident.
- Clear snow from paths and take precautions against ice within the school boundary.
- Temporary repair to minor damage to the building.

Other responsibilities

- Staff have a responsibility to Safeguard and promote the welfare of children and must demonstrate a commitment to inter-agency working.
- Various out of hours work on evenings and weekends when it is related to school activities, including supervision

of lettings and associated cleaning, as negotiated with the School Business Manager.

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? NONE/STANDARD/ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? YES/NO

Does the post require a Protection of Children Act (POCA) check? YES/NO

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? – Please specify

Is this post 'politically restricted'? YES/NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? LEVEL 1/LEVEL 2/LEVEL 3

Signed

Date

PERSON SPECIFICATION



READING BOROUGH COUNCIL The Kennet Federation	Department/Division: Education & Community
Job Title: Casual Assistant Caretaker	Post Reference No: :

Qualifications/Education/Training:

- Good levels of Literacy and Numeracy
- Practical handyman skills necessary to assist with minor repairs and portage duties

Work related knowledge and experience

- Experience of maintaining security in a public building
- Knowledge and understanding of Health and Safety issues and legislation
- Experience of working in a team

Personal and professional qualities

- Ability to follow procedures and written instructions, organise and prioritise workload
- Ability to be self-directed and motivated and work on own initiative
- Ability to communicate effectively with all members of the school community
- Ability to maintain all relevant paperwork
- Ability to work to deadlines
- Flexible, reliable and trustworthy

Additional factors

- Willingness to support the school ethos and policies
- Willingness to undertake further training as required
- Must be prepared to assist with school key-holding duties and callouts outside normal hours
- Must be prepared to work over-time if required
- Suitable to work with children
- Must have an appreciation of confidentiality

