

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH077	Grade D
Job Title :	Handyperson/Caretaker (Primary School)	
Main Job Purpose :	To undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings	

Main Duties	
1.	To act as joint key holder for the site, ensuring security at all times, including the operation of the alarms. To be available for call-out on a rota basis.
2.	To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary. To undertake occasional gardening duties. To attend site meetings as required.
3.	To undertake the efficient operation of the heating system, ensuring its good working order. To record and monitor gas/electricity/water(as applicable) meter readings/returns as required by the Authority.
4.	Arrange rooms for meetings, exams, lettings and programme teaching use
5.	To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
6.	. Carry out any other duties arising from use of the buildings or grounds

Supervision and Management

The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits

Creativity and Innovation (i.e. Problem Solving)

The work undertaken by the post holder is largely regulated by laid down procedures.

There is a requirement for use of creative skills to resolve routine problems / issues such as undertaking repairs, attending alarm call outs, dealing with an emergency maintenance situation.

Key Contacts And Relationships

Main contacts will be Head Teacher or other school staff to give information on incidents, repairs, maintenance updates. Etc.

Receive information on work requirements

Decision Making

Basic work decisions are made by the post-holder about security problems and minor maintenance jobs

The job holder may recommend repairs and maintenance or safety measures.

Resources

The job holder would typically be responsible for the care and proper use of maintenance / gardening tools and equipment.

The post holder has shared responsibility for the safety and security of school premises..

Working Environment

Physical demands will be commensurate with general maintenance / cleaning and portering duties,

The job-holder works throughout the school and grounds.

There may be some exposure to dust, dirt and occasional noise from machinery noise, working outside may on occasion subject the post holder to bad weather.

The post-holder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their

There is some exposure to risk when the post holder is required to operate machinery (e.g. use of hand tools for minor repairs) and some exposure to hazardous chemicals (e.g. gardening chemicals)..

Knowledge and Skills

Good standard of knowledge and skills of routine maintenance and security of buildings and grounds.