



SFAET Ltd
Job Description
Relief School Keeper

POST TITLE: Relief School Keeper
GRADE: APTC 3
HOURLY RATE: £11.81 (plus 12.07% holiday pay) - £13.23 per hour
ACCOUNTABLE TO: Director of Operations/Site Manager

The following provides the overall strategy and remit of the post holder. It should be read in conjunction with the Performance Management documentation to provide the key impact and outcomes expected for the academic year ahead. It is not intended as an exhaustive 'job list', but identifies key role descriptors that the post holder is accountable for. The school expects staff to work flexibly and with initiative to improve student outcomes, and as such the post holder may be required to carry out tasks as requested by the Head Teacher or Director of Operations.

Key Role Descriptors

The School Keeper supports the site team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance.

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

The post holder will:

Security and Supervision:

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from visitors, workers and contractors and, where appropriate, advising the Head Teacher of their presence.

Caretaking and maintenance:

- Undertaking cleaning of allocated area(s), and secondary cleaning.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Washing and cleaning of diffusers and replacing bulbs/tubes.



- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other duties:

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Site Manager.
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement.
- Preparing the school premises and site for out of school activities.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To be flexible with working times and willing to assist when needed, sometimes at short notice.
- To show initiative and deal effectively with unforeseen problems as they arise
- To contribute in a positive way to the effective running of the school.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.

Notes:

1. The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This job profile will be subject to review with the postholder after one year and may then be reviewed from time to time.



SFAET Ltd
Person Specification

Relief School Keeper

SKILLS and ABILITIES	ESSENTIAL	DESIRABLE	ASSESSED BY
Experience of cleaning and first line maintenance	<input type="checkbox"/>		Application & Interview
Ability to use cleaning products	<input type="checkbox"/>		Application & Interview
<ul style="list-style-type: none"> Ability to operate security, heating plant and other routine building systems 	<input type="checkbox"/>		Application & Interview
<ul style="list-style-type: none"> Ability to undertake routine DIY tasks 		<input type="checkbox"/>	Application & Interview
<ul style="list-style-type: none"> Ability to communicate information clearly and effectively 	<input type="checkbox"/>		Application & Interview
Ability to negotiate effectively to achieve best outcomes	<input type="checkbox"/>		Application & Interview
Ability to manage difficult or controversial exchanges		<input type="checkbox"/>	Application & Interview
Ability to work as part of a team	<input type="checkbox"/>		Application & Interview
Excellent organisational skills	<input type="checkbox"/>		Application & Interview
Ability to manage own time effectively and demonstrate a flexible approach	<input type="checkbox"/>		Application & Interview
Ability to work effectively with a range of adults	<input type="checkbox"/>		Application & Interview
Ability to work independently whilst using own initiative	<input type="checkbox"/>		Application & Interview
KNOWLEDGE			
Understand the school's behaviour management policy	<input type="checkbox"/>		Application & Interview
Understand and support the differences in children and adults and respond appropriately	<input type="checkbox"/>		Application & Interview
Basic understanding of the learning experience provided by the school	<input type="checkbox"/>		Application & Interview
Understand and implement child protection procedures	<input type="checkbox"/>		Application & Interview
Awareness and commitment to equality	<input type="checkbox"/>		Application & Interview
Understand the role of others working in and with the school	<input type="checkbox"/>		Application & Interview
QUALIFICATIONS			
Good understanding of Health and Safety		<input type="checkbox"/>	Application
Basic knowledge of First Aid		<input type="checkbox"/>	Application



SUCCESS FOR ALL
EDUCATIONAL TRUST

I have read and understood this job description:

Signed:..... **Date:**