

Job Title: Assistant Caretaker

Location: Monks Orchard Primary School

Salary pay spine Grade 4 Scale Point 8 – 10 (£23,406 – £24,258) depending on experience and qualification.

Hours/Weeks: 20 hours per week (4 hours daily) – all year round.

Working hours morning or afternoon shift

Annual leave to be taken during school holiday periods

Responsible to: Site Manager

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Overall Purpose of the Job

Assist the Site Manager to maintain the school's site, buildings and other infrastructure to ensure safe and secure operation at all times.

Specific Areas of Responsibility:

- Liaising with the Site Manager on caretaking issues.
- Open and close school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
- In absence of the site manager, check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the site officer, ensuring the safe use of the school site at all times.
- Flexibility to attend outside school hours as a second contact or in absence the site manager for intruder or fire alarms.
- Cleaning sickness, etc and spillage's 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
- Reporting all defects which require specialist repair to the Site Manger.
- Replace bulbs as required.
- With the site manager, 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.
- Receive and move school deliveries and supplies to various parts of the building as appropriate.

- To maintain cleanliness and general tidiness of all internal and external areas including window cleaning, and empty litter bins daily.
- Setting out and clearing of furniture for assembly and other functions as required.
- To arrange the movement of furniture and other heavy teaching equipment as required, provided that reasonable notice has been given.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc.
- Inspect all outside areas for hazardous materials. Consult with site manager for the best method of removal.
- Other such tasks, appropriate to the grade, as allocated by the Finance Director, Site manager and Head of school.

When required, the post-holder will attend appropriate training courses funded by the school and maintain up to date knowledge on essential skills needed to carry out tasks and activities satisfactorily.

PERSONNEL SPECIFICATION

Experience

Working with machinery and chemicals
Experience of DIY

Training

Willing to undertake Health, Safety, System and Procedure regulation training as Required, including COSHH, ladder training, First Aid Training, Manual Handling, Asbestos, Fire Safety

Special Knowledge

Awareness of general Health and Safety
Ability to provide good quality DIY

Circumstances

Flexible working patterns to meet core needs of the school
Ability to work evenings and weekends when required
Ability to work during school holidays when required

Disposition

Dependable, Honest, Hardworking, Values driven, Commitment to communicating with whole school community (including our parents and pupils) and contributing to the school vision.

Reliable and show good time keeping and efficiency.

To be able to work as part of a team.

Special condition

Annual leave to be taken during school holiday periods.

Legal Requirements

Enhanced DBS Clearance