|  |
| --- |
| **Job Description** |
| **Role Title**  | **Reports to** |
| **Assistant Caretaker** | Caretaker |
| **JE Code** | **Grade** | **Date of profile** |
| CT1 | 3 | 15/10/2015 |
| **Purpose of the role (job statement)** |
| To work under instruction/guidance of the Premises Manager or other designated member of staff, as part of a team: to undertake the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities). Lighting, heating and cleaning premises including maintenance and operation of plant; porter age and handy person duties and such other duties which may arise from the use of the premises. |
| **Responsibilities**  |
| Key duties:**General Duties*** To use general electrical equipment (hand tools, polishers, vacuums etc) in a safe and proper manner, following all safety precautions including checking for damage to cables and plugs
* Attend any training courses relevant to duties
* Maintain good relationships with students, staff, parents, governors and visitors to the school
* Assist with any deliveries/collections of goods to and from school, as required
* Move furniture and equipment, as required, within the regulations for safe handling
* Assist in setting up the hall for assemblies and special functions
* Attend relevant courses and training in connection with all aspects of the post
* Deputising for Caretaker, as and when required

**Health and Safety Duties*** Assist in reporting any damage to the Site Team and the appropriate authority and organize any necessary emergency repairs, when required
* Ensure that the building is suitably secure when not in use - this will include checking windows are closed, all exits are locked and gates padlocked, when required
* Clearing pathways in snowy or icy conditions
* Ensure that relevant health and safety knowledge is kept up to date

**Cleaning Duties*** Be responsible for appropriately cleaning any spillages in school or grounds when on duty
* Ensure that litter bins are placed in designated positions and emptied daily
* Ensure that all areas of the school are free of graffiti & debris, including litter and leaves, and ensure that safe and adequate pathways are cleared in snowy or icy conditions
* Supplement the cleaning of premises within the existing cleaning arrangements, as agreed with the Tech Services Manager or Headteacher

**Maintenance Duties*** Assist in carrying out any minor repairs to school equipment or building, as requested by the Tech Services Manager or Headteacher. This may include a range of joinery, plastering, plumbing, electrical and painting tasks such as clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc

**General*** 1. To undertake any other duties appropriate to the grade of the post
 |