



## Job Description



<b>Post title</b>	Assistant Caretaker
<b>Job Evaluation</b>	No
<b>Grade</b>	2
<b>Service</b>	Children & Young Peoples Service - Schools
<b>Service area</b>	Belmont Cheveley Park Primary School
<b>Reporting to</b>	The postholder will be accountable to the Headteacher
<b>Location</b>	Your normal place of work will be Belmont Cheveley Park Primary School
<b>Disclosure and Barring Service (DBS)</b>	This post <b>is subject to an Enhanced Disclosure</b>

### Description of role

To be part of a team who are responsible for providing a warm, safe, clean and secure environment in which children and staff can work effectively.

To carry out a full range of duties to provide for high standards of cleanliness and general security and maintenance of school premises. To include handyperson activities indoors and outdoors and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Headteacher.

### Duties and Responsibilities

#### Key Duties

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required, liaise with police and request necessary repairs
2. Act as a designated key holder for the school premises, responding to security alarm or other call outs in accordance with agreed procedures
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Demonstrate high standards of cleaning in designated areas in the school in accordance with the cleaning specification
5. Undertake a range of handyperson duties (i.e. those not requiring a qualified craftsperson) as directed by the Headteacher, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, small scale pruning in the school grounds, repairs to taps and cisterns, fitting shelves/ notice boards etc)
6. Lock/unlock gates, doors and windows on a daily basis

7. Set/disarm the alarm system on a daily basis
8. Operate the heating plant to maintain the required temperature in the school and ensure that an adequate supply of hot water is available on a daily basis
9. All heating systems should be maintained in accordance with the manufacturers' instructions and those of the Property Services Department Maintenance Officer. Report any issues to the Caretaker/Headteacher/Office Staff
10. Keep boiler houses tidy and free of all combustible and foreign materials
11. Carry out frost/holiday procedures as necessary
12. Identify and report building, furniture or fitting deficiencies to the Caretaker/Headteacher/Office Staff and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors
13. Arrange emergency repairs
14. Arrange regular maintenance and carry out statutory safety checks on play equipment, legionella risk, alarm systems, emergency lighting, ladders and fire extinguishers and report any problems arising
15. Carry out statutory daily checks on all outdoor play equipment and fittings
16. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
17. Monitor consumables and stock and inform the Caretaker/Office Staff of shortages, including cleaning, materials and arrange storage and distribution as required
18. Set out/put away furniture for school events/breakfast clubs etc and undertake general portering around school as required by the Caretaker/Headteacher/Office Staff
19. Perform duties in line with health and safety and COSHH regulations and act where hazards are identified, report serious hazards to line manager immediately
20. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedule
21. To monitor usage of fuel, electricity, water and take meter readings as required
22. Carry out a range of gardening and other outdoor tasks within the extensive school grounds all year round
23. Carry out daily inspections of the playing fields and playgrounds, ensuring they are safe for use by pupils and reporting any issues to the Caretaker/Headteacher/Office Staff
24. Tidy wheelie bin areas daily. Empty all indoor bins and outdoor bins daily
25. Receive inward delivery goods and assist with unloading/storing as required
26. To be responsible for general tidiness and safety of the outside areas
  - to keep surface drains free of obstruction
  - to ensure pedestrian access and parent, pupil and safety in periods of severe weather conditions; clearing snow, treating main entrances, paths, car park and yard areas with salt/grit as appropriate
  - keep paths, entrances, steps, yard, car park clear of leaves, moss, mud and excrement
  - keep signage clean and free from algae and dirt
  - check trees for broken/overhanging branches that could pose a safety risk
  - maintain access to the school pond and other outdoor facilities
  - check the building (including the roof) and grounds for damage and vandalism, make safe any damage and report any incidents to the Caretaker/Headteacher/Office Staff
  - replace lightbulbs, tubes, starter motors and clean and/or replace light fittings
27. Make appropriate arrangements for the collection and disposal of waste
28. Refill and replace soap, towels and other consumables
29. Maintain staff and pupil toilet facilities, ensuring they are in working order

30. Carry out regular deep cleaning of floors, carpets, chairs, classrooms, in accordance with cleaning specification
31. Support the school in maintenance and development of outdoor play equipment and resources

### **Health and Safety**

- Comply with the requirements of Health and Safety at Work regulations
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out
- Perform duties in line with Health and Safety and COSHH regulations and act where hazards are identified, reporting serious hazards immediately to the Caretaker/Headteacher/Office Staff or other senior person
- Contribute with the completion of specific risk assessments

### **Resources**

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary
- Seek out new resources that will improve the cleanliness and enhance the school
- Understand how to operate school alarm and CCTV systems. Training will be arranged as necessary

### **Knowledge and Skills**

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements

### **Supervision and Management**

- The post holder will often be required to work without direct supervision i.e. during school holidays, following lone working guidelines as necessary
- The post holder will have an oversight of the work of the cleaner(s)

### **Key contacts and relationships**

- Daily contact with the Senior Leadership Team and auxiliary staff
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. Open Evenings, Concerts

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture

### **Individuals in this role may also:**

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
2. Facilitate lettings and carry out associated tasks, in line with local agreements
3. Handle small amounts of cash for the purchase of materials to carry out repairs

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

**Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

**Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

**Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.