ASSISTANT SCHOOL CARETAKER - JOB DESCRIPTION

Duties and responsibilities of the Assistant Caretaker.

Reporting to the Site Manager

1. **SECURITY**

(a) Carrying out security procedures for school buildings and grounds. The routine and non-routine opening and closing of school premises and grounds.

(b) Preventing trespass on the school premises or grounds and in some cases, ensuring that unauthorised parking of vehicles does not occur.

(c) Respond when school alarm system is set off and arrange for the system to be re-set.

2. **LIGHTING AND HEATING**

(a) Operating and heating plant in accordance with the Academy issued instructions and endeavouring to ensure that required temperatures are maintained in school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures.

(b) Maintaining the boiler house and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity, and Water).

(c) Periodically checking fuel consumption and reporting cases of higher fuel consumption than normal. Ensuring that flammable materials are kept out of the boiler room and away from any heat sources.

(d) Replacing light bulbs/tubes if necessary and reporting any defects in the lighting or heating systems to the Headteacher and to the Authority immediately.

NB Work at high level (e.g. in Gymnasium, Multi-purpose hall, Dining rooms and stairwells, this must be carried out with a safe system of work and the Education Site Management Division should be contacted for assistance in all high level work.
3. **CLEANING**

(a) Caretakers will be expected to perform duties as laid down in the cleaning rota for a proportion of the working week. These will be primarily to fit in with evening and weekend lettings outside school events etc.

(b) All cleaning and related operations must be carried out to a safe system of work to ensure safety of staff and others.

4. **MAINTENANCE**

(a) Drawing to the attention of the appropriate authorities, via the Headteacher, any repair or maintenance work required at the school which is beyond the caretaking staff. Carry out minor or temporary repairs as directed. Directing workmen or contractors to the location of repair and maintenance work.

(b) Carrying out routine maintenance procedures and inspection of ancillary equipment such as checking automatic pumps in areas subject to flooding.

5. **STOREKEEPING**

(a) Taking delivery of stores, materials and other goods and safely storing them. Despatching laundry, goods, materials etc. Ensuring that adequate supplies of fuel and cleaning materials are available.

(b) Ensuring that caretaking and cleaning equipment used by the Caretaker and cleaning staff is in safe working order and inform the Client Liaison Officer of any defects.

6. **EMERGENCIES**

(a) Providing safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies.

(b) Carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first-aid equipment and facilities.

7. **MISCELLANEOUS**

(a) Dealing with enquiries in a professional manner from teaching staff, students and, parents, officers and employees of the LEA, workmen, contractors and members of the public as well as the emergency services (e.g. Police, Fire Brigade, etc.) and when required.
(b) Arranging furniture in rooms where necessary. Ensuring that school locks are wound and set to the correct time.

(c) Removal of weeds from paved and tarmac areas and removal of rubbish from all areas surrounding the school ensuring that all play areas are safe for pupils use. Minimising the dispersal of rubbish around the grounds by ensuring that litterbins are emptied when necessary.

(d) Maintaining the caretaker’s storage lockers and cupboards in a clean and tidy condition.

(e) Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.

(f) Signing in, signing out and completing any required paperwork.

(g) Carrying out any reasonable instructions of the Headteacher and Leadership team relating to the cleaning and maintenance of school premises.

(h) Ensuring that adequate quantities of toiletries including toilet rolls, toilet paper, liquid soap and bar soap are kept in stock.

9. **CARETAKER HEALTH & SAFETY TRAINING**

All Caretakers are required to attend periodic Health & Safety Training sessions organised by the LEA and keep themselves informed of Health and Safety issues relating to the duties of the Post. A training Health & Safety Manual will be issued to all Caretakers.

**Working hours as of 1st January 2014**

**Working hours are as follows:**

**Early Shift**
Monday 6.30am till 2pm.
Tuesday 6.30am till 2pm.
Wednesday 6.30am till 2pm.
Thursday 6.30am till 2pm.
Friday 6.30 till 1.30pm.

**Late Shift**
Normal day is 11am till 6.30pm
If there is an event on in the evenings start time as follows.
9.30pm finish, start at 2pm.
9pm finish, start at 1.30pm.
8.30pm finish, start at 1pm.
8pm finish, start at 12.30pm.
7.30pm finish. Start at 12.00pm
7pm finish, start at 11.30am.
Anything that finishes after 9.30pm is still a 2pm start and overtime is booked.