Job Description: Assistant Caretaker

School: Rowhill School

Grade: Kent Range 3

Hours: 15 hours per week 2.30pm – 5.30pm Term Time Only

Responsible to: School Business Manager

Job Purpose:

To undertake duties regarding the site, buildings and plant and all maintenance to ensure a safe living and working environment.

Key duties and responsibilities:

1. Undertake general repairs and maintenance around the site, inside and out, as requested by the Site Manager, to ensure the site is a safe environment for students, staff and visitors.
2. Undertake daily and seasonal maintenance of the site and equipment, inside and out, including changing light bulbs and tap washers, clock batteries, door locks, clearing drains and toilets, to ensure a safe environment is maintained.
3. Maintain the security of the premises including repairing doors, latches and fences. Undertake daily lock-up and be prepared to carry out security checks out of hours in the absence of senior staff.
4. Undertake and cover for any absences in general cleaning of the premises and site e.g., buffing wooden floors, cleaning toilets, sweeping leaves, to ensure high standards of cleanliness.
5. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
6. Provide a portering service for deliveries to ensure supplies are correctly handled and appropriately distributed.
7. Assist the Site Manager with the daily maintenance of the school vehicles, delivering vehicles to a garage if necessary, to ensure all vehicles are in roadworthy condition.
8. Deputise for the Site Manager when necessary. Be prepared to be on call if Site Manager is absent.
9. Comply with Health & Safety, Fire Regulations and other school policies.

*This job description is provided to assist the job holder to know what his/her main duties are. The duties above are neither excusive nor exhaustive and the post holder may be required by Senior Management to carry out appropriate duties within the context of the job, skills and grade.*

In addition all members of the school community are expected to:

* Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person