



Professional Standards for Support Staff at

New Ash Green Primary School



Assistant Caretaker

New Ash Green Primary School – Our Vision Statement

At New Ash Green Primary School, our outstanding levels of teaching and a dynamic curriculum inspire our children to develop their **curiosity** for a love of learning. This allows them to achieve their full potential. We thrive on enthusiasm. Through **inspirational** leadership, children are encouraged to excel and develop **resilience** and **self-motivation** while learning how to **challenge** themselves within a safe and caring environment. The well-being of all our children is paramount. Our children and adults inspire each other to achieve their goals. At New Ash Green Primary School we celebrate cultures, diversity and individuality. We promote **independence** so that our children and community can flourish.



These Core Values form the bedrock to our school motto:

"Together Everyone Achieves More" =



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British Values

The British Values underpin the school ethos and learning powers. These should be on display in all classrooms and taught throughout all lessons, on the playground and at lunchtimes:

1. Democracy
2. The rule of law
3. Individual liberty and mutual respect
4. Tolerance of those of different beliefs and religion.

Purpose of the Job:

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Key duties and responsibilities:

Facility and Property Management:

- Ensure that buildings and site is secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the building and site. Including daily and seasonal maintenance of the site and equipment as required. This may involve changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning to ensure a safe environment.
- Undertake general portage duties. 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.
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately.
- Periodic cleaning of designated areas of the school building and grounds according to instructions.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Assist the line manager in keeping records relating to maintenance and security
- Receive deliveries to the school site.
- Collect and assemble waste for collection.
- Attend training courses as required
- Undertake any other reasonable request as per the requirements of the line manager.

In all cases: To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

Support Staff should uphold public trust in the education profession by:

1. **Having proper and professional regard for the ethos, policies and practices of the school** in which they work as professional members of staff.
2. **Demonstrating positive attitudes, values and behaviours** to develop and sustain effective relationships with the school community.
3. **Having regard for the need to safeguard pupils' well-being** by following relevant statutory guidance along with school policies and practice.
4. **Upholding values consistent with those required from Support Staff** by respecting individual differences and cultural diversity.
5. **Committing to improve their own practice** through self-evaluation and awareness.

Refer to the school's Code of Conduct.

Signed _____

Date _____

Headteacher _____

Date _____