**JOB DESCRIPTION**

Job Title: Assistant Caretaker

Reports to: Facilities Manager

Current Grade: Bexley 5

Hours: 20 hours per week/40 weeks per year

 (7.30am – 9.15am – 3.15pm - 5.30pm Monday – Friday)

**Purpose of the roll**

To support the function of a fully operational school building, ensuring standards, health & safety and site security are maintained at all times.

**Principal Responsibilities**

* Assist in proactively ensuring a high standard of maintenance. This will require repairs to the building fabric and fixtures/ fittings within the appointed person's capabilities.
* To carry out janitorial duties to a high standard as directed on a daily basis.
* Care for the exterior of the school building. This will typically involve keeping walkways clean, tidy and accessible, including adverse weather conditions, drain cleaning and other matters which may arise.
* Receive and check goods delivered to the school and distribute them as required to the appropriate departments or store areas.
* Arrange furniture for functions and activities as required.
* Ensure that stock levels of janitorial, hygiene and paperware products are maintained at all times.
* Responsible for the opening and closing of the premises at the designated times and for the general security of the site at all times.
* The Assistant Caretaker will be the first point of contact in the event of an intruder alarm activation, this is to include unsociable hours and weekends.
* Responsible for fire safety arrangements, to include the testing/ inspection of break glasses, emergency lighting, firefighting equipment and final exit doors.
* Liaise with and escort subcontractors when they are on-site.
* Carry out and record statutory checks as required - e.g. water hygiene, health and safety etc.
* Report any internal or external site defects to the Facilities Manager.
* Participate in all school staff meetings as required and in any specific training as appropriate to the role.
* Carry out other duties which may be required from time to time at the direction of the School Facilities Manager and Senior Leadership team .

**Notes:**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out.
2. This job description is not necessarily a comprehensive description of the post. It will be reviewed at regular intervals and it may be subject to modification and amendment at any time after consultation with the holder of the post.

**Agreed by: Approved by:**

**Date: Date:**