



**Brunswick House**  
Primary School

<b>Post Title</b>	Deputy Caretaker
<b>Grade</b>	Kent Range 4 (£19,389 - £20,493)
<b>Responsible to</b>	School Business Manager
<b>Contract Type</b>	Full time. All year round.
<b>Working Hours</b>	Monday to Friday 12.30pm – 6.30pm

### **Purpose of Job**

Assist the Site Manager in the maintenance of the school site to include general maintenance, cleaning duties and security, helping ensure that the school is safe and presented to a high standard.

### **Principal Accountabilities**

1. Provide a buildings maintenance service under the supervision of the Site Manager, undertaking a variety of DIY related tasks that may include decorating, carpentry, plumbing, brickwork, plastering and general repairs, to help ensure a safe and highly maintained environment.
2. Undertake installation work and support minor works, including partitions, fitting of new appliances and associated plumbing, ramps, shelters etc, applying building trade and advanced DIY skills, in order to help develop the school site and maintain the school buildings to a high standard.
3. Assist with modifications, enhancements and repairs to school equipment and general classroom resources, referring to the Site Manager for additional technical support if appropriate, in order to help provide an efficient and comprehensive facilities support service to the school.
4. Perform daily and seasonal maintenance of the site and equipment, inside and out, as directed by the Site Manager, including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets etc. to ensure a safe environment is maintained.
5. Undertake the general scrutiny and cleaning of specific areas of the establishment, including the provision of a portage service as directed, moving equipment, clearing rubbish, emptying bins, disposing of confidential waste and covering for cleaning staff as required, to ensure a tidy environment is maintained
6. Assist with the maintenance of all external areas, sweeping leaves, emptying bins etc to ensure a clean and tidy environment.
7. Provide support for external lettings, undertake the locking/unlocking of the school premises in order to help maximise the efficient use of the school premises and help maintain effective security.
8. Cover for the Site Manager in the event of an emergency and during holiday periods.

The postholder will have at least 3 years of practical experience. It is likely that the post holder may be a qualified tradesperson and will possess general buildings experience. The post holder will have sufficient experience to be able to identify problems and undertake basic repair work - diagnostic skills to help address buildings and equipment repairs are essential

The postholder must possess a good understanding of health and safety regulations within a schools building environment. Good communication and interpersonal skills are required in order to deal effectively with contractors and school personnel. He/she must have a flexible and adaptable approach to undertaking a variety of work. Initiative and the ability to work independently on occasions is required.