



Job Description: Caretaker/Assistant Site Manager

Grade: Kent Range 3

Responsible to: Site Manager

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:

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
2. To prioritise the maintenance of the grounds and school field to suit the requirements of the school timetable and events calendar
3. Keep records relating to maintenance and security
4. Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately
5. Undertake general portage duties including moving furniture and equipment within school
6. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
7. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
8. Receive deliveries to the school site
9. Collect and assemble waste for collection.
10. Periodic cleaning of designated areas of the school building and grounds according to instructions
11. Undertake lettings and carry out associated tasks, in line with local agreements.
12. Act as a designated key holder, providing emergency access to the school site
13. Act as school contact in relation to premises related contractors
14. Organise testing for asbestos and other health and safety procedures.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification:

The following outlines the criteria for this post.

	CRITERIA
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job)
EXPERIENCE	Previous relevant experience
SKILLS AND ABILITIES	<p>Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, hand held power tools etc.</p> <p>Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.</p> <p>Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors.</p> <p>Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</p> <p>Has written and numeric skills in order to complete more detailed records and reports</p> <p>Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc.</p> <p>Able to communicate using information technology as required for the job</p> <p>A driving licence (B category) and experience of driving large vehicles (e.g. minibus) would be beneficial</p>
KNOWLEDGE	Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.

	<p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <ul style="list-style-type: none">- Manual handling;- safe use of machinery and/or equipment;- COSHH;- First Aid and Hygiene Practice;- lone working procedures and responsibilities <p>Able to recognise and to deal with emergency situations</p> <p>Will need to undertake training to keep knowledge up to date</p>
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