**Job Description**

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| **Job Title:** | **Assistant Caretaker** |
| **Grade: 4** | **Hours: 20 hours per week** | **Weeks per year: 52** |

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| **Responsible To:** | Site Manager |
| **Responsible For:** | Some Supervision of Cleaning Team |

**Purpose of the Job**

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| Maintain clean, safe and secure school premises, which includes buildings and grounds. Assistance with locking/unlocking of school buildings. |

**Key Duties and Responsibilities**

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| * Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage,and minor repairs
* Ensure that site is secure and assisting with locking and unlocking of buildings
* Perform duties in line with health and safety regulations, taking action where hazards are identified, report serious hazards to line manager immediately
* Receive deliveries to the school site
* Collect and assemble waste for collection.
* Supervision of cleaning team on day to day matters and liaising with Site Manager as appropriate
* Individuals in this role may also undertake some or all of the following:
	+ Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
	+ Undertake lettings and carry out associated tasks, in line with local agreements.
	+ Act as a designated key holder, providing emergency access to the school site
	+ Act as school contact in relation to premises related contractors
	+ Organise testing for asbestos and other health and safety procedures.
* All staff within our school are 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
* Any other duties commensurate with the role
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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Willingness to undertake training as required for the role
 | * COSHH
* Health & Safety
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| **Experience** | * Use of security and alarm systems
 | * Experience of cleaning and maintenance within a school environment
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| **Skills & Abilities** | * Basic DIY skills relevant to the job
* Written and numeric skills in order to complete records
* Ability to prioritise own workload and juggle priorities at short notice
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| **Knowledge** | * Willingness to develop and learn within the role
* Understanding of Health & Safety within the workplace
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| **Behaviours** | * Ability to work effectively as part of a team
* Ability to forge good relationships with a range of staff at all levels
* Commitment to safeguarding of children and a positive attitude towards people with special educational needs
* Ability to be flexible with a solution focused approach to problems.
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