



THE PIONEER ACADEMY

"...and the main thing is learning."

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Assistant Caretaker

MAIN PURPOSE OF THE JOB

Assist the Caretaker or Site Manager on ensuring the security, safety, warmth and cleanliness of the school premises, including maintenance of the site

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. Routine locking and unlocking of school premises and grounds, setting alarms, reporting defects, preventing trespass and unauthorised parking. (No risk to staff, in line with agreed code of practice)
2. Carrying out appropriate fire, safety and emergency procedures in the event of fire, flood, breaking and entering
3. Ensuring that premises, furniture, play areas, drains, boiler house, etc. are clean, tidy and safe
4. Operating the heating plant to provide heating and hot water as required and checking ancillary electrical equipment and controls in the absence of the Caretaker/Site Manager
5. Reporting defects and carrying out minor repairs
6. Understanding, operation and maintenance of complex heating equipment
 - a) Understanding and operation of security equipment
 - b) Dealing with trespassers and unauthorised parking
 - c) Understanding and operation of emergency, fire and safety procedures
 - d) Decisions on application of frost / freezing precautions when appropriate