

SUPPORT STAFF JOB DESCRIPTION

Support Role Bysing Wood Primary School

Post: Caretaking Assistant

Salary: EKC 2

Responsible To: Finance Manager

Summary of Post: To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Tier of role: Support

Key descriptor: Operates to standards.

Scope of role: Provides specific service, performing a limited range of straightforward, specific tasks.

Autonomy: Detailed instructions are given, and routines are followed to standard, solving basic problems as required.

Knowledge of role: Role-specific knowledge is required.

Skills – Technical & Practical: Basic skills required.

Qualifications/Experience: Level 2 English and maths preferred but not essential.

Supervision of others: No supervision or line management

Management by others: Close supervision with instruction when required.

Key Responsibilities:

1. Ensure that buildings and site are secure, reporting issues to the line manager or supervisor.
2. Keep records relating to maintenance and security.
3. Undertake general portage duties, including moving furniture and equipment within school and collecting and assembling waste for collection.
4. Undertake minor repairs (i.e., not requiring a qualified craftsman) and maintenance and cleaning of the buildings and site.

5. Receive deliveries to the school site.

Specific Duties:

1. TBA

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety, and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment, and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.

Line manager's
signature:

_____ Date: _____



Postholder's signature: _____ Date: _____

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
	Tier of Role: Support			
Qualifications and Training				
1.	No qualifications necessary.			
Experience				
1.	Previous cleaning or maintenance experience an advantage.	✓	✓	4
2.	Some previous work experience voluntary or paid.	✓	✓	4
Skills and knowledge				
1.	Basic numeracy and literacy skills.	✓	✓	2
2.	Basic IT skills; email.	✓	✓	2
3.	Good communication skills.	✓	✓	6
4.	Use of a range of basic tools and machinery e.g. lawn mower, cleaning equipment etc.	✓	✓	4
Personal Qualities				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust.		✓	6
3.	Ability to work well as part of a team.	✓	✓	6
4.	Maintain confidentiality at all times.		✓	6
5.	Commitment to inclusion, safeguarding and equality.	✓	✓	6