



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQH
Deputy Headteacher: Miss E Cooper Bsc, PGCE

Job Description Assistant Caretaker

Grade: Kent Range KSB
Responsible to: School Business Manager
22.5 hours per week, 42 weeks per year including one week of inset days
Hours of the post 1.30pm – 6.15pm daily with 15min break

Purpose of the Job:

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises

Key duties and responsibilities:

1. Be responsible for locking up the building each evening and receive hand over from the Cleaning Supervisor.
2. Ensure that the building aligns with the school requirements including cleanliness, hygiene, safety, heating, water supplies etc. Making safe any unresolved items and reporting them to the Site Manager or in their absence, the Business Manager.
3. Check building and grounds and deal with any unpredicted hazards eg broken glass, animal fouling, dangerous substances etc. This would include snow clearance and salting of icy paths as required.
4. To ensure that the grounds are clean and tidy to include picking up of litter, leaves and general debris from the site.
5. Ensure the contract cleaners carry out their tasks in full to maintain a clean and tidy environment. To monitor the quality of the cleaning and maintain a record of any deficiencies and action taken.
6. Deal with spillages, including bodily fluids if required, taking all necessary Health & Safety and hygiene precautions.
7. Regularly check the system log for any requested or reported items.
8. Ensure sufficient stocks of paper available for the photocopiers, stocking up where necessary.

9. Assist the Site Manager as required for example, manual work, testing fire alarm etc.
10. Undertake general repairs and maintenance around the establishment, inside and out, where possible and ensuring safe storage of tools and equipment.
11. Maintain security of the site fixing or reporting any problems likely to affect security or safety of the site. To be on the call out list for the intruder alarm and respond to call outs when required at all times of the day and night.
12. Attend to all contractors visiting or working on site, ensuring they sign in and out and to ensure a safe environment and liaising with the Site Manager as appropriate. Where required to accompany contractors while on site at all times.
13. Ensure that visiting contractors see and sign the Asbestos Register as appropriate.
14. Ensure that visiting contractors have access to utilities as required, and to ensure that works are completed to a satisfactory standard before Contractor leaves site.
15. Provide a portorage service for deliveries to ensure supplies are correctly handled and appropriately delivered. If requested to deliver items and messages to classes.
16. Assist with the assembly or installation of new equipment, furniture etc. as required.
17. Participate in training as required to ensure compliance in the areas of premises and health and safety.
18. Support PTA and School events wherever possible.
19. To deputise for the Site Manager in his absence including working during the school holiday period and working overtime in the day to cover the Site Managers hours.
20. Any other duties as directed commensurate with the role.

Date: / /

Signature of Post holder: _____

Signature of Headteacher: _____

Date: / /

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate qualifications or evidence of recent relevant experience of working within a facilities environment.
EXPERIENCE	<ul style="list-style-type: none"> • Previous relevant experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to act in a manner appropriate to the school environment. • Wider awareness of the related working environment e.g. client groups. • Use of wide range of machinery/equipment e.g., gardening and general maintenance. • To organise own workload in order to achieve the job. • Ability to identify changes required to work routines and act upon them in liaison with supervisors and colleagues. • Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, etc. • Ability to deal with everyday problems and to identify those which should be referred to supervisor. • Ability to monitor job activities as required by the role. • Ability to understand information and advise and liaise with others accordingly. • Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. • Has written and numeric skills in order to complete more detailed records and reports. • Ability to listen, observe and contribute to discussions as required for the role e.g. work plans, etc. • Ability to communicate using information technology as required for the role.
KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of Child Protection and Safeguarding matters. • Knowledge of how own job fits into the activity and role of the area/site. • Knowledge of a range of other jobs in the school environment. • Understands and be able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling. - Safe use of machinery and/or equipment. - Working at height. - COSHH. - First Aid and Hygiene Practice. - Lone working procedures and responsibilities. • Able to recognise and to deal with emergency situations. • Will need to be prepared to undertake training to keep knowledge up to date.

