



Timu Academy Trust

Job Title	Assistant Caretaker
Reporting to	Site Manager
Effective date of JD	June 2018
Salary Range	KR3

Job Purpose

You will support the Principals and Site manager to promote the care of our pupils through the maintenance of high standards of cleanliness, tidiness and safety throughout both school sites. You will support the schools' aims by carrying out your duties and responsibilities pro-actively and conscientiously, working as an efficient member of our highly motivated and dedicated staff teams.

You will be expected to communicate clearly with the Principals, the Site Manager and the office staff of both schools and to be instantly contactable when on duty by having a charged mobile phone with you at all times, in case of emergency.

Key Responsibilities as a Team Member:

- To promote the schools' aims and ethos by keeping the sites in excellent condition
- To promote and use school policies, systems and administration efficiently
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.

Key Responsibilities as ASSISTANT CARETAKER:

- Health and Safety
- Site Security
- Tidiness and general management of the Sites

Timu Academy Trust, a charitable company limited by guarantee registered in England and Wales, with company number 09022463.

Registered office Iwade School, School Lane, Iwade, Sittingbourne, ME9 8RS

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- Maintenance

All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices.

NECESSARY BEHAVIOURS (From Kent " Ways2Success")

A Focus on the Customer

- Customer Orientation
- "Can do" Approach
- Continuous Improvement
- Communication & Customer Care

Personal Resourcefulness

- Self Confidence
- Respect for Others
- Initiative

Relationship Building

- Partnership Working
- Teamwork & Co-operation

These Behaviours for Success apply to everyone, no matter what job they are doing. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.

As Assistant caretaker you will be expected to liaise closely with the Site Manager who will be responsible for training and induction.

Equal Opportunities and Racial Equality

Both schools have pro-active policies to ensure all children and adults are treated with respect and courtesy at all times whilst on our schools' premises. We do not tolerate any behaviour that demeans, insults or causes harm or hurt to individuals or groups of people. All employees are expected to be positive role models for the children in their attitudes and behaviours.

Employees are a valued resource and will be afforded their entitlement to performance management and training opportunities.

ASSISTANT CARETAKER JOB DESCRIPTION

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HEALTH AND SAFETY

This is a key responsibility of the assistant caretaker and should take priority over general maintenance tasks.

- To ensure that the site and school buildings are healthy & safe for all children and adults.

Each day as part of your routine

- To check and deal with unpredicted hazards: e.g. broken glass, animal fouling, tools & dangerous substances (e.g. cleaning materials) left out, plants, trip & fire hazards (e.g. items left near doorways / in corridors), hazards on safe play surfaces etc.
- Check for any H&S items staff have drawn to your attention.

Each week

- To check and deal with the safety of all outdoor equipment and outside areas e.g. splintering of wood, loose bolts, stability of tables & benches, goalposts, netball and basket ball posts, fences & gates, gutters, paths, fire hazards, steps etc.
- To check and deal with the safety of indoor equipment: e.g. door locks, bolts, window catches, electrical sockets and fixed appliances (fridges /water heaters etc), carpets & mats, trailing wires etc.

Each half term

- To check and deal with the organisation of the caretaker's equipment and storage areas so that they are safe and accessible.
- Check, & order if any items to support health & safety needed, e.g. salt/grit, hazard tape, markers etc.

As necessary

- To cordon off any area that is hazardous until repairs etc. have been done.
- To clear away and make safe any spillages (including vomit / bodily fluids etc), floods or blockages to sinks & toilets.
- To deal with any identified H&S issue as a matter of urgency **either** by resolving the problem yourself, **or**, if the situation needs an outside contractor or a purchase to resolve the problem, to report this to the appropriate head teacher directly by use of the H&S memo sheet.
- In icy weather ensure that there are safe pathways to and from the gates to the entrances to the buildings

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SITE SECURITY

This is a key responsibility of the assistant caretaker and should take priority over general maintenance tasks.

- To ensure that the whole site and buildings are safe and secure from all intruders, vandalism and trespassers.

Each day when required

- To make sure doors and windows open / close easily & that locks are working.
- To lock the school buildings, doors, windows and gates so that the site is secure before leaving the site.
- To set the alarm each evening before leaving the building.
- To challenge any trespassers on site, especially those on site before or after the school day and, if safe to do so, escort them from the premises.

Weekly

- To check the whole site for signs of vandalism or attempted entry via fences etc.
- To deal with any damage found as a matter of urgency.
- Ensure the site does not provide any areas that may attract vandalism or encourage intruders by keeping all storage areas well organised and tidy and equipment safely locked away and out of sight.

As needed

- To report to the site manager the repair of any windows, doors, fences or gates that are damaged and put at risk the security of the site or the children.
- To take any emergency or temporary measures to secure any areas that are putting the site security or security of the children at risk.

CLEANING & GENERAL MANAGEMENT OF SITE

This is a key responsibility of the assistant caretaker and should take priority over other repair of equipment tasks.

- To make sure that the schools' site and buildings are clean, tidy, well maintained, organised and ready for use each day
- To identify and draw to the attention of the head teachers any additional works or action necessary to keep the school site and buildings clean, tidy, well maintained & organised especially if it is beyond your skills to carry out. .

Each day as part of your routine

- To note, and later deal with, any litter / full bins on the playground and by main entrances to the school (gates and doorways) so that these areas are tidy by 8:30 a.m. when families begin to arrive
- To note any damage, wear and tear so that you can deal with it at a later time. E.g. guttering, leaks, dripping taps, flickering lights, loose handles /cupboard doors / hooks etc.

Daily

- To monitor the cleanliness of all the canteen areas, which is the responsibility of the catering company.
- Check the books in both school offices for maintenance tasks identified by other staff.

Weekly

- To carry out the maintenance tasks identified on you daily checks in agreement with the Site Manager

Other Maintenance

This is a responsibility of the assistant caretaker and should be undertaken when the key responsibilities have been undertaken or only with the agreement or direction of the head teachers.

- To support all staff by ensuring the building and all equipment is in good condition and ready for use.

As required

- To undertake minor redecoration of areas of the premises.
- To repair toys, games or classroom or other equipment.
- To put together or install new equipment, shelves, furniture.
- To assist other staff in preparing for displays or special events.
- To re-site furniture, fixtures and fittings as requested by staff.

In addition to the above key responsibilities you are expected to

- Participate in meetings, training and other activities that help you to contribute to day to day running of the school.
- Participation in extra curricula activities by negotiation with the Head Teacher.

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To support the above expectations the assistant caretaker is provided with:

- Tools and equipment to carry out tasks
- Monitoring formats
- Daily schedule
- Meetings with Site Manager and Principals

Signed by postholder:

Signed by Executive Principal:

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