

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: EVENING CARETAKER

COLLEGE:

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 To provide caretaking support for the school undertaking overtime if required.
- 1.2 Your immediate responsibility is to:
 - 1. The Site Manager
 - 2. All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.

- 2.8 To respond to the demands of teaching staff.
- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
 - An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – EVENING CARETAKER

- 4.1 Opening and closing of the premises, ensuring general security at all times
- 4.2 To assist with receiving goods and supplies and distribute as required.
- 4.3 To provide a portage service on the site as necessary.
- 4.4 To undertake cleaning duties for the tidiness of paths, drives and other hard surfaces within the school grounds.
- 4.5 To undertake indoor cleaning duties as required
- 4.6 To carry out minor maintenance work
- 4.7 Assist in the good conduct of students at all times
- 4.8 To provide support as necessary to community lettings, including evening and weekend.
- 4.9 Assist and maintain the school buildings in good order
- 4.10 To set out and clear the furniture in the hall for assemblies and other functions
- 4.11 To attend the site in the event of an alarm call and take appropriate action
- 4.12 To provide cover for evening and weekend functions
- 4.13 To keep clear paths, access points and entrances of snow and ice.

Note

- 1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.