 **MADGINFORD PRIMARY SCHOOL**

|  |  |
| --- | --- |
|  |  |
| **JOB TITLE** | Assistant Caretaker |
| **GRADE** | KR2 |
| **DATE** | November 2016 |

Summary of Job:

Ensure the security of the establishment and provide a cleaning and general maintenance service.

Outline of Main Duties:

1. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs and woodwork to ensure the site is a safe environment for students, teachers and visitors.

2. Maintain the security of the premises by opening and closing premises (including times for lettings), checking and replacing CCTV tapes (where applicable), repairing doors, latches and fences to maintain a safe environment.

3. Assist the cleaners, and cover for any absences, in general cleaning of the premises i.e. buffing wooden floors, cleaning toilets, to ensure a tidy appearance is maintained.

4. Assist in the monitoring of the boiler, ordering supplies to ensure it is kept running on a day to day basis to meet the establishments needs.

5. Provide a portering service for deliveries to ensure supplies are correctly handled and appropriately delivered.

6. Assist in taking meter reading from appropriate sites around the establishment to ensure invoices received are correct and budget monitoring is maintained.

7. Assist relevant staff in the setting up and tuning of TV’s and videos to ensure the establishments needs are met.

8. Deputise for the Caretaker when necessary, including dealing with computerised time sheets, attending meetings to ensure the schools needs are met and supervising Cleaners as required.