

**THE HEATHLAND SCHOOL
ASSISTANT CARETAKER**

Full time

Scale 4 (point 7 – 10) £30,288 - £31,611 plus overtime

Shift Working Rota : 06.30 am to 14.00 pm

08.30 am to 16.00pm

11.00am to 18.30pm

**Additional paid overtime working is a requirement of this post
which will include evenings and weekends**

JOB PURPOSE

To provide a caretaking service for the school, taking overall responsibility for the security and day-to-day maintenance of the school site. To ensure that the school provides a clean, safe and secure environment for its pupils and members of staff

KEY ACCOUNTABILITIES

Responsible to: the Site Operations Officer

SECURITY

- To ensure that the building and site are left in a secure situation, this includes locking/unlocking of school gates, external and internal doors and closing windows
- To respond to emergency call outs and take action as appropriate
- To alert the School Business Manager or Site Operations Officer to any risk to a breach of security
- To open and close the school site each day
- To patrol the site to check for hazards, litter, graffiti, damage and intruders

LIGHTING AND HEATING

- To ensure that the lighting is kept in good working order
- To inform the Site Operations Officer of any defects requiring the services of the electrician
- To ensure the school is adequately heated or cooled. Temperatures to be within the maximum and minimum ranges allowed. To call the appropriate heating engineer and inform the Site Operations Officer if outside assistance is required and has been called

SITE MANAGEMENT TASKS

- To assist the Site Operations Officer in carrying out minor maintenance work and repairs that do not require the employment of the Workshop Technician or a contractor
- To liaise with the Site Operations Officer on a regular basis regarding caretaking requirements and duties/problems/developments in the school

CLEANING

- Whilst on duty to liaise with the cleaning contractor supervisor to generally oversee the standard of cleaning throughout the buildings, as necessary, to maintain standards. To keep the Site Operations Officer informed if cleaning standards have not been achieved or there are any other cleaning issues
- To undertake such ad-hoc cleaning tasks as may be required outside of the cleaning contract schedule. Tasks may include cleaning floors and/or furnishings after any sickness has occurred and removal of graffiti

PORTERAGE

- To act as a porter for deliveries, furniture removals, or any other lifting tasks as may reasonably be required by the school. To arrange for the disposal of redundant furniture, equipment and fittings in accordance with Borough and school procedures

SITE

- To ensure the playgrounds, paths, car park and hard standings are in a satisfactory condition. Snow clearing and salting as required
- Deal with vandalism, advising the Site Operations Officer on any preventative measures or repair work
- General supervision of the playgrounds and open areas surrounding the premises

LETTINGS

- To cover lettings of school premises on evenings and weekends on a rota basis as required, including opening, locking up, and general supervision to ensure the premises are left in a clean and tidy condition at the end of the letting.
- To manage the invoicing process for lettings

CONTRACTORS

- In the absence of the Site Operations Officer to assist contractors with any general queries as appropriate
- To assist the Site Operations Officer on the supervision of school premises whilst contractors are on site during active duty hours, including opening and closing of the school and within reason any damage made to the fabric of the building, furniture or fittings
- To supervise contractor vehicle movement and access to all areas on site ensuring risk assessment is made and pupil and staff safety is maintained

TRAINING

- To undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner and to further skills

HEALTH AND SAFETY

- To ensure caretaking duties are undertaken in accordance with Health and Safety legislation. To wear protective clothing as required
- To report any breaches of Health and Safety or concerns to the School Business Manager or Site Operations Officer

GENERAL

- To monitor CCTV images responsibly and in confidence to support the school's need to keep pupils and staff safe and to support investigations of misbehaviour or other incidents
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate
- To undertake any other broadly similar duties as may be reasonably allocated from time to time
- To follow all safeguarding procedures and complete training as required

This Job Specification may be re-negotiated if the needs of the school change in the future

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications	• Good numeracy/ literacy skills	• Health and Safety training certificates
Experience	• General maintenance • Premises security	• Previous employment in a school/college environment
Practical Skills	• Carrying out basic repairs • Basic IT • Painting and Decoration skills	
Personal Attributes	• Awareness of safeguarding and child protection procedures • Being reliable and punctual • Willingness to be a team member • Willingness to work flexibly when required • Ability to relate well to staff at all levels	