

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST:	Assistant Caretaker
GRADE:	Range 1b
PATTERN:	Full time, 52 weeks per year
RESPONSIBLE TO:	Facilities Manager

Duties and Responsibilities:

Health and Safety

1. To be part of a team responsible for the caretaking, cleaning, security, and maintenance of the site.
2. To support the Health and Safety representative with the school's Health and Safety policy.
3. To ensure all duties are carried out according to the school's Health and Safety policy, undertaking risk assessments where appropriate.
4. To be aware of the school's emergency response procedure.
5. To carry out PAT testing of electrical equipment on a rolling annual basis according to the agreed schedule, undertaking appropriate training as required.
6. To successfully complete the National Pool Carer's Course.
7. To successfully complete the IOSH Working Safely Course.

Security

1. To monitor the CCTV school surveillance system.
2. To be a designated key holder and to be responsible for the safe and secure opening and closing of the premises and site.
3. To respond to alarm and emergency calls outside of core hours.

Building, Plant and Site Maintenance/Repair (including Swimming pool)

1. To assist with the maintenance and management of repairs ensuring that they are carried out as soon as reasonable practical and with minimal disruption to the working of the school.
2. To carry out emergency repairs and cleaning as required.
3. To replenish all hygiene areas on a regular daily basis.
4. To carry out the cleaning of door entrances, yards, paths and gullies including the removal of graffiti.

5. To carry out the clearing of all external areas including the sports field, of litter, leaves and general debris, including the emptying of litter bins.
6. To assist with the cleaning duties, as directed by the premises manager, as required.

Assemblies, School Events and Lettings

1. To set up and clear away as required, furniture and equipment for assemblies, examinations, school events and lettings.
2. To liaise with individuals/organisations letting the site and ensure that they are aware of the action to be taken in the event of an emergency.
3. To remain contactable during all school events and lettings either via two way radio or mobile phone.
4. To provide a portorage service as required.
5. To ensure equipment and furniture is set up and/or cleared away and/or delivered to agreed locations within the site as requested.

Transport

1. To assist with the maintenance of the school minibuses.
2. To be willing to transport pupils, qualifying as part of the staff nominated minibus driver as required

General

1. To provide the above service within core and additional hours, including during letting periods and during emergency callout situations.
2. To undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager.
3. To liaise closely with other members of the site team in order to provide a high-level of customer service.
4. To provide support to pupils during periods of contact and help promote a general feeling of well-being within the school.
5. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
6. To participate in the school's appraisal system.
7. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
8. To undertake other work as directed by your Line Manager

Work Pattern

1. The role operates within a team structure and will consist of a 37 hour working week. The hours of work will be 2:30pm – 10:00pm for 4 days per week and 3:00pm – 10:00pm for one day per week. These hours may be open to negotiation; however, the role will be focussed around the late afternoon and evening periods.
2. The work pattern during school holiday periods may be adjusted depending on the needs of the school, and will be agreed with the premises manager in advance.
3. There will be a requirement for overtime working at the weekends which will be shared with other members of the caretaking team. This will be paid at the appropriate overtime rate, and is an expected part of the role.
4. There is also potential for additional overtime working in order to cover additional lettings or other out-of-hours requirements, and this should be expected as part of the duties.

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

March 2012