



Job Description Site Assistant/Caretaker

Title of post:	Site Assistant/Caretaker
Purpose:	<ul style="list-style-type: none">• To play a key role in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities to ensure a secure, safe and hygienic environment for all building users.• To ensure high standards of cleanliness and maintenance within the school's premises• The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe• Hours of work 10.00 am – 6.00 pm
Reporting to:	Site Manager and Director of Finance and Operations
Liaising with:	Teaching and Support Staff, Students, SLT, Parents, Contractors
Salary/Grade:	NJC05
KEY AREAS OF RESPONSIBLITY/SCOPE	
Specific Duties	<ul style="list-style-type: none">• Locking and unlocking of buildings at pre-determined times• To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow.• Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site• Liaise with contractors on the site and check clearances• To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings• To assist with cleaning duties as required• Collect and assemble waste for collection• To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.• To undertake the operation and periodic checking of the fire alarm system• To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment

	<ul style="list-style-type: none"> • Arrange emergency repairs and deal with problems as they arise • To undertake routine premises compliance health and safety checks • To be responsible for the inventory of furniture and equipment, and annual stock take of such • Opening and closing, unlocking and locking of the school gates and buildings • Unsetting and setting of the school alarm system • To act as second reserve to the Site Manager in respect of the security company out of hours contract • Security of the school premises including locking of all the windows and doors and drawing of window blinds and curtains • Act as 'key holder' and may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in term-time, school holidays or weekends • Any other work requested, and deemed appropriate, by the Site Manager / Director of Finance and Operations and/or the Headteacher
All staff	<ul style="list-style-type: none"> • To take part in the school's staff development programme & attend relevant training • To attend meetings as required • Support the aims, policies & ethos of the school • Set a good example in terms of dress, punctuality and attendance • To play a full part in the life of the school community • To comply with the school's Health and Safety Policy • Comply with school's safeguarding procedures

Other Duties

- To play a full part in the life of the school community, to support its mission and ethos
- To be courteous to colleagues and be welcoming to visitors
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.

The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.



Person Specification

Site Assistant / Caretaker

It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

<p>Professional Knowledge, Experience and Understanding</p> <ul style="list-style-type: none">• Working knowledge of health and safety procedures and regulations, e.g. COSHH• Good literacy and numeracy skills• Ability to use tools for making minor repairs• Knowledge of moving and handling procedures• Ability to undertake visual risk assessments of equipment and premises• Experience of undertaking general cleaning and caretaking duties• Experience of carrying out repairs and maintaining equipment• Able to work with minimum supervision.• Ability to use own initiative• Problem solving
<p>Other requirements</p> <ul style="list-style-type: none">• Ability to carry out general caretaking and cleaning duties• as detailed in the Job Description.• Ability and availability to work outside of core hours• Enhanced DBS clearance
<p>Reliability</p> <ul style="list-style-type: none">• Good attendance and reliability• Good timekeeping.
<p>Quality of relationships</p> <ul style="list-style-type: none">• An ability to work collaboratively with members of a team• Excellent relationships with young people• Ability to display fairness and respect for pupils and colleagues.
<p>Personal characteristics</p> <ul style="list-style-type: none">• Capacity to work very hard under pressure• Approachable• Committed• Empathetic• Enthusiastic• Organised• Patient• Resourceful• Resilient• Determined• Sense of humour.