

# **CARETAKER/SITE ASSISTANT - JOB DESCRIPTION**

## **Personal Requirements**

A hard-working, honest, dependable, self-motivated person to act as school caretaker/site assistant. MIDAS qualification is desirable.

## **Duties and Responsibilities**

### **Security**

- Opening and closing, unlocking and locking of school gates and buildings
- Open and close the school for evening use at times arranged by the Headteacher
- Un-setting and setting of school alarm system
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company.
- Checking and securing the school premises subsequent to out of hours intruder alarm activation
- Register as main Key Holder and be the first point of contact in an emergency callout situation
- Overall security of the school premises including the locking of all windows, doors and gates.
- You 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 school holidays or weekends.

### **Cleaning**

Cleaning duties will include the following:

- To help cleaning team when necessary
- Empty external bins

### **General**

- Upkeep and general care of the school
- Ensuring that external rubbish is stored appropriately
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Drawing the attention of the appropriate authorities, via the site manager, to any repairs or maintenance work, which is beyond the competence and responsibility of site staff.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- General portage duties and moving of furniture/deliveries
- Checking damage/security every morning on arrival at the premises

- Preparation of Hall for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms weekly. Maintain test register
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level
- Report any defects of building, furniture, fittings and equipment to the Site manager
- Grounds Maintenance
- Regularly check and clean soffits, bargeboards and external lights
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

### **Management**

- Be responsible for monitoring cleaning supplies and equipment
- Noting, monitoring and reporting any defects in the school buildings to the Site manager.
- Monitor the work of contractors working on site
- Heating, lighting and water
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read gas, electric and water metres as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.
- Any other work requested by, and deemed appropriate by, the Headteacher, Site Manager and Governors by agreement with the caretaker.

### **Salary**

£18,933 FTE 52 weeks – actual salary £12,793.08

### **Hours of Work**

The working week will be 25 hours with a requirement to be on the school premises:

### **Term-time Days**

Monday - Friday 7.00 am – 9.30 am and 3.30 pm - 6.00 pm

**School Holiday Days**

Monday - Friday total 25 hours per week (as directed)

However, variations to these times may be necessary on certain occasions when meetings, building work, functions etc are held at the school. Any variation will be notified in advance by the Headteacher.

There will be an entitlement to 24 days holiday to be taken during school holidays.

**Closing Date:**

Monday 12<sup>th</sup> October 2020

**Interview Date:**

Monday 19<sup>th</sup> October 2020