St Mary's Church of England Nursery and Primary School
26 Tentelow Lane, Norwood Green UB2 4LE

JOB DESCRIPTION

Assistant Caretaker

Salary: Scale 4
Working Pattern: Monday to Friday, 7:30am–10:30am
Working Hours: 15 hours per week, 52 weeks per year

Responsible to

The Assistant Caretaker is responsible to the School's Trustee Body and works under the direction of the Head of School and School Business Manager.

Purpose of the Role

The Assistant Caretaker will support the effective day-to-day operation, security, cleanliness, safety and general maintenance of the school site and grounds.

The postholder will help ensure that the school premises and surrounding grounds are maintained to a high standard, providing a safe, secure, clean and welcoming environment for pupils, staff, visitors and the wider school community. The Assistant Caretaker will work collaboratively with other caretaking staff and will deputise for other caretakers within the partnership when required.

Main Duties and Responsibilities

General Responsibilities

- Attend the school site throughout the agreed working hours and remain contactable during the period of duty.
- Ensure that the school office and relevant colleagues are aware of your whereabouts when working around the site.
- Act as a key holder and undertake opening and/or closing duties as required, in accordance with the agreed rota.
- Respond positively and appropriately to reasonable requests.

- Work collaboratively with colleagues to ensure the effective operation and maintenance of the school site.
- Be a fully participating member of the school community and contribute, where appropriate, to school events and activities.
- Promote positive relationships, attitudes and behaviour and act as a positive role model for pupils.
- Maintain confidentiality and comply with all school policies and procedures.

Health, Safety and Safeguarding

- Carry out all duties in accordance with the school's Health and Safety policies, procedures and relevant legislation.
- Report hazards, defects, damage or other concerns promptly to leadership.
- Liaise with the Head of School, Administration Officer and Welfare Assistant when responding to emergency situations.
- Ensure contractors and visitors comply with the school's health and safety and safeguarding requirements.
- Ensure escape routes, access routes and other potentially hazardous areas are kept clear and safe.
- Ensure flammable materials are stored safely and appropriately.
- Ensure dangerous substances, tools and equipment are used, stored and maintained safely.
- Support the safe maintenance of the school's play areas, field and external spaces.
- Remove rubbish and waste from the site as required, following appropriate procedures.
- Grit paths and walkways during icy or adverse weather conditions in accordance with the school's procedures.
- Assist with the safe movement, storage and positioning of furniture and equipment.
- Report safeguarding concerns or any behaviour or circumstances that may present a risk to pupils or staff through the appropriate school procedures.

Security

- Work with all members of staff to maintain the security of the school site.
- Remain vigilant regarding unauthorised visitors or suspicious activity and report concerns promptly to leadership.
- Lock and unlock the school premises in accordance with the agreed rota and procedures.
- Ensure that the site is secure when opening or closing the premises.
- Operate security systems and other site-related systems as required and following appropriate training.
- Report any faults or concerns relating to security systems, doors, windows, gates or other access points.

Site Maintenance, Services and Repairs

- Maintain the school premises, grounds and immediate surrounding areas to a high standard.
- Undertake routine checks of the site and report maintenance issues or defects on online systems.
- Assist with minor repairs and general maintenance within the limits of competence and appropriate training.
- Assist in ensuring that maintenance, repairs and inspections of equipment are carried out appropriately and recorded where required.
- Undertake minor internal and external decorating as part of an agreed programme, including during school holiday periods where required.
- Assist with routine grounds maintenance and general upkeep of external areas.

- Retrieve balls and other items from roofs or other areas only where this can be undertaken safely and in accordance with the school's working-at-height procedures.
- Assist with the preparation of rooms and areas for school activities, events and lettings.
- Assist with moving furniture, equipment and other items as required.
- Undertake other reasonable duties consistent with the nature and level of the post.

Flexibility

It is not possible to provide an exhaustive list of all duties associated with the role. The nature of school premises management means that duties may vary according to the needs of the school.

Tasks and responsibilities may therefore be agreed or amended in consultation with the Assistant Caretaker, Site Manager, Head of School and Trustee Body, provided they are reasonable and appropriate to the role.

PERSON SPECIFICATION

Assistant Caretaker

Area	Essential	Desirable
Experience	- Experience of working effectively as part of a team.- Experience of working independently and using initiative.- An understanding that the safety and wellbeing of children, staff and visitors is a priority.- Awareness of the importance of high standards of cleanliness, hygiene and site presentation.- Experience of carrying out practical tasks and general maintenance.	- Experience of working in a school or similar public-sector environment.- Experience of working in a commercial or public building.- Experience of grounds maintenance.- Experience of working with contractors or external service providers.
Qualifications and Knowledge	- Basic training and/or relevant practical experience in one or more of the following: plumbing, general maintenance, electrical/building maintenance, heating systems or grounds maintenance.- Good basic literacy and numeracy skills.- Understanding of the importance of Health and Safety procedures.- Willingness to undertake relevant training required for the role.	- Relevant trade qualification or practical training.- Relevant Health and Safety qualification or training.- Knowledge of basic building maintenance and DIY.- Knowledge of security systems and procedures.- Experience of completing basic records, checklists or timesheets.

Skills and Abilities	- Good organisational skills and the ability to prioritise tasks.- Ability to plan and manage workload effectively.- Ability to work proactively and use initiative while recognising when matters need to be referred to the Site Manager