



<b>Job Title</b>	Assistant Caretaker
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<b>Salary</b>	BFBC J Grade
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### **Aim and main purpose of the job**

- To assist in the maintenance, security and cleaning of the school premises and site, ensuring a safe working environment, as directed by the Site Manager.

### **Main Duties and Responsibilities**

***All staff are expected to maintain high standards of ethics and behaviour, within and outside school.***

1. Ensure that buildings and site are secure, undertaking daily/evening security checks including locking and unlocking of buildings at pre-determined times.
2. Ensure the cleanliness of the school site and undertake specific cleaning duties as directed by your Line Manager.
3. To undertake cleaning and tidying tasks not specified, that require attention in order to maintain the school's high standards.
4. Act as the out of school hours' Fire Marshall and follow school fire procedures.
5. Keep records relating to maintenance and security.
6. Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.
7. Undertake general portorage duties including moving furniture, deliveries and equipment within school.
8. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
9. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
10. Receive deliveries to the school.
11. Ensure safe removal of litter and waste to allocated disposal points daily, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or students.
12. Periodic cleaning of designated areas of the school building and grounds according to instructions.
13. Assist with the maintenance of School equipment as required.
14. Be aware of and take part in the school's performance management framework and training and development activities as required.
15. To be the main point for contact whilst on site after school hours (15.00-19.00)
16. To ensure all Letting facilities are ready and available as required.
17. To ensure set ups are organised for the following day where suitable.
18. To be flexible in undertaking additional requirements for special events e.g. parent's evenings.
19. Undertake direction from Line Manager where required.
20. Undertake any other similar duties as instructed by the Headteacher and Line Manager.
21. Key holder responsibilities
22. Alarm callout responsibilities

**Details of Line Management**

The post holder is line managed by the Site Manager.

**Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job.