



## Job Description and Person Specification Assistant Caretaker

Role and Context	
Job Title	Assistant Caretaker
Salary Grade	Scale B
Job Type	32.5 hours per week Term time plus 3 weeks Permanent
Reports to	Senior Maintenance Technician
Effective Date	2 September 2021
Team	Facilities Maintenance
Job Purpose	<p>Under the direction of the Senior Maintenance Technician and Academy Headteacher and in accordance with the practices and procedures of the Trust, to ensure that the Trust facilities are properly maintained and ready for use.</p> <p>To help keep the Trust premises clean and tidy and in good working order.</p>
Other Information	<p>This role is based at Henderson Green Primary Academy.</p> <p>Your core hours are 08:00 to 15:00 with a half hour unpaid lunch break, although these may vary with the needs of the business.</p> <p>You may be expected to assist the facilities team with cleaning cover duties in the event of sickness absence as and when required. You may also be asked to attend the Trust sites outside of your normal contractual hours to provide entry to or chaperone contractors. In the event of you being asked to perform either of these duties, overtime will be paid at your standard hourly rate. This is a Trust based role. You are therefore expected to be flexible and attend other Trust sites to the one you are usually based at, as and when the need arises (e.g. to support with absence cover).</p>
Principal Accountabilities	
<b>Maintenance Duties</b>	
1. To contribute to the maintenance of a healthy, safe and secure environment.	

2. To be available to answer emergencies at the direction of the Facilities Manager outside of regular working hours and pre-planned lettings.
3. To allow access to authorised maintenance or building contractors (as directed by the Facilities Manager) and ensure they are aware of any potential hazards connected with their presence on the premises.
4. To undertake portering and handyman duties as directed by the Facilities Manager, including moving goods and furniture, minor decorations, minor repairs and maintenance to property, fixtures, fittings and equipment. This may include office / classroom moves and transporting goods and furniture between Trust sites.
5. To undertake outside duties as directed by the Facilities Manager, for example clearance of drains and gullies, general tidying, incineration of rubbish, snow clearance, etc.

### **Cleaning**

1. To carry out cleaning duties to the standard set down by the Trust, including the periodic cleaning of toilet areas and touch-points throughout the school day.
2. To replenish sanitary materials (toilet paper, paper towels and soap) throughout the school day as and when required.
3. To empty internal bins throughout the school day as and when required.
4. To report to the Facilities Manager in respect of the work of cleaning staff or cleaning contractors (as applicable) to assist him/her in ensuring that the specification is being met in terms of frequency and quality of work. To bring discrepancies to the attention of the Facilities Manager.
5. To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).

### **General**

1. To maintain Health and Safety working practices, complying with all of the Trust's Health and Safety policies and procedures and to recognise the responsibilities required under the Health and Safety at Work Act 1974.2.
2. To perform such other duties of a like nature as may from time to time be required by the Facilities Manager.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● None required</li> </ul>	<ul style="list-style-type: none"> <li>● Full driving licence</li> </ul>



<b>Experience</b>	<ul style="list-style-type: none"><li>● Previous cleaning or caretaking experience</li></ul>	<ul style="list-style-type: none"><li>● Experience of working unsupervised.</li><li>● Experience of working in a school, academy or Local Authority setting.</li></ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"><li>● Carry out / complete manual tasks.</li><li>● Follow policies and procedure.</li><li>● Carry out duties from a step ladder / steps.</li><li>● Be a team player.</li></ul>	<ul style="list-style-type: none"><li>● Knowledge of building maintenance.</li><li>● Knowledge of COSHH.</li><li>● Numeracy and literacy skills.</li></ul>
<b>General Information</b>		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>This job description is subject to regular review.</p>		