

JOB DESCRIPTION

SCHOOL: All Hallows RC High School

JOB DETAILS:

Job Title: Assistant Caretaker

Grade: Salary Scale 1C Point 5-6

Directly responsible to: School Business Manager / Site Manager

Hours of Duty: 20 hours per week

Primary purpose of the job:

To carry out caretaking duties including, security, cleaning, maintenance, repairs and monitoring of the fabric and heating of the building under the supervision of the Site Officer. This post does require the post holder to work some unsociable hours for after school events.

Main Duties and Responsibilities/Accountabilities:

Security:

1. To act as a key holder and respond to call outs as necessary.
2. To ensure proper use of premises and resources by occupants of the building.
3. To change locks and security codes and get keys cut as required.
4. To conduct weekly fire alarm and safety equipment checks, reporting any faults and taking all sensible precautions against fire.
5. To check all security, alarm and surveillance equipment, resetting alarms as determined by the School Business Manager or Headteacher and reporting faults to alarm companies.

Building Cleaning.

1. To ensure safe disposal of rubbish and waste materials.
2. To contribute to the annual cleaning programme, to cover the whole of the school and its contents.
3. To ensure that all areas within the school boundary i.e. playground, toilets, paths, car park etc are kept clean and tidy and free from rubbish.
4. To clean areas soiled by pupils.
5. To assist in taking responsibility for and monitoring the work of the cleaners employed by Citywide or other contractors.

Building maintenance:

1. To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspections.
2. All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Head teacher.
3. Building maintenance work will include:
 - Undertaking day-to-day repairs including window frames, doors, skirting boards and plasterwork.
 - Painting and decorating of doors, windows, classrooms, woodwork etc.
 - Stripping and resealing of doors.
 - Removal of graffiti in accordance with COSHH regulations.
 - Glazing of windows and boarding up of windows and doors as and when required.
 - Repairing any damage caused by vandalism, as far as possible.
 - Undertaking minor alterations / improvements which do not affect the structure of the building e.g. putting up shelves, tiling, replacing coat-hangers, hanging pin boards, notice boards, bookshelves, fixing curtains and hanging curtains etc.

General

1. To undertake all duties in a courteous professional manner.
2. Monitoring the effective and efficient use of water, heating and lighting.
3. Changing light bulbs, fuses plugs, tap washers etc as necessary.
4. Ensuring that rock salt is used in appropriate areas during adverse weather conditions.
5. Ensuring clocks are wound up, batteries replaced etc.
6. To carry out a variety of site checks on a daily, weekly and monthly basis.
7. To ensure the areas used by the community i.e. hall, gym and sports facilities are secure and fit for use the next day by the school.
8. To undertake such additional duties as are reasonably commensurate with the level of this post.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.