



ASSISTANT CARETAKER Job Description

Reports to: Facilities Manager and Head Teacher

The Role	<ul style="list-style-type: none"> ▪ To assist the Head Teacher / Facilities Manager in ensuring the effective management, organisation and supervision of all matters relating to, and all staff involved with the school's premises. To provide a clean and safe environment for users of the buildings and grounds.
Organisation	<ul style="list-style-type: none"> ▪ Assist in maintaining the schedule of premises identifying those areas that do not meet the standard required. ▪ Assist in the securing of the premises to include the main alarm system, locks, CCTV and other systems. To ensure these are checked and are functioning correctly. ▪ Assist in identifying areas that require attention to include cleaning and maintenance defects. ▪ Assist in arranging sufficient supplies and other commodities to support the energy management of plant and equipment. ▪ Assist in arranging the regular fire alarm testing and fire safety practices and procedures in accordance with the school policy. ▪ Assist in arranging the regular lockdown procedures in accordance with the school policy. ▪ Support the wider safeguarding work of the school. ▪ Assist in the arrangements for out of hours activities and use of the premises including the school's lettings policy. ▪ Assist in the arrangements for all portage to include the moving of equipment, furniture, the setting up and reinstatement of all areas. ▪ Assist in the maintenance of appropriate cleaning standards throughout the school. ▪ Carry out or make arrangements for minor repairs. ▪ Support and assist in the safe receipt, recording, storage and distribution of deliveries. ▪ To carry out all other duties commensurate to the role of Assistant Caretaker.
Resources	<ul style="list-style-type: none"> ▪ Monitor the stock for general maintenance, winter salting and hygiene supplies and make requests for the placing of orders in order to maintain appropriate stocks and supplies.
Responsibilities	<ul style="list-style-type: none"> ▪ In line with school policy, ensure the security and access control to the premises at all times. ▪ In consultation with the Facilities Manager, monitor the standards of

	<p>cleaning both internal and external and the general maintenance of the school grounds against contractual specifications and taking action where standards are not being met.</p> <ul style="list-style-type: none"> ▪ To maintain the overall standards of cleanliness and maintenance of the school ground, site and premises in accordance with the Morning and Afternoon Caretaker Activity Schedules. ▪ Ensure the correct supervision of directly employed staff and external contractors to make sure they comply with school health & safety and safeguarding procedures. ▪ In consultation with the Head Teacher and Facilities Manager, take the lead on the planning, delivery and evaluation of termly fire drills and lockdowns. ▪ Attend and oversee pre-booked lettings in accordance with the school’s practices, procedures and lettings policy. ▪ As a registered keyholder, attend emergency call outs outside of normal school hours if the Head Teacher or Facilities Manager are unavailable.
Equalities	<ul style="list-style-type: none"> ▪ To work within the Trust’s Equal Opportunities Policy and statutory responsibilities.