

Assistant Caretaker Job Description

Job Title	Assistant Caretaker
Responsible to:	Premises Manager
Responsible for:	N/A
Functional links with:	Teaching Staff, Pupils, Contractors, Suppliers, School Office Staff
Main purpose of the role: <ul style="list-style-type: none">● Responsible, in conjunction with the Premises Manager, for the maintenance, security and cleanliness of the school premises and site● Represents, in conjunction with the Premises Manager, the school in dealing with contractors and suppliers involved in the repair and upkeep of the building and site	
Main Duties and Responsibilities: <ul style="list-style-type: none">● Carry out security operations including locking and unlocking, alarms, fire, flood, breaking and entering, trespass and procedures● Ensure that the premises, furnishings and site are clean and safe in accordance with specifications including cleaning specified areas, maintaining cleaning equipment and overseeing the work of contractors or directly employed cleaners● Operate the heating system● Move stores, furniture, stock and rubbish etc.● Ensure that Health and Safety procedures are followed● Ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment and monitoring of fire safety precautions, safe storage of potentially harmful substances and equipment, ensuring a litter free environment and salting and gritting when needed	
Resources: <ul style="list-style-type: none">● Security of whole premises including building, grounds, learning equipment, heating plant etc.● Nominated key holder	
Job Activities: <ul style="list-style-type: none">● A wide range of practical skills and creativity exercised in making minor and temporary repairs● Interpersonal skills to protect the school's interests in dealing with cleaners, contractors and	

other visitors to the site

- Make judgements and recommends immediate priorities and strategies for the upkeep of the premises and grounds on a day-to-day basis
- Carries out hard physical work in external and sometimes unpleasant environment

English Language Fluency Requirement

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.