

Role and Context	
Job	Assistant Caretaker & Cleaner
Job Purpose	To undertake routine maintenance, cleaning and security tasks to maintain the standards of the school. To assist in keeping the whole school environment in the best possible condition.
Context	Job Family: Site Management and Maintenance
Other Job Information	The Caretaker and Assistant Caretaker have 24 hour responsibility for the security of the school premises. Within this, the hours of attendance for work will be determined by the needs of the school and undertaken by agreement with the headteacher. Keyholder responsibilities extend beyond regular working hours to cater for emergencies at any time, day or night.

Principal Accountabilities (in order of importance)
<ol style="list-style-type: none"> 1. To take responsibility for the duties associated with weekday lettings. 2. To help the caretaker by inspecting the school site on a regular basis and reporting directly to him concerning repairs, faults and any damages to the school site. 3. To ensure that heating and lighting systems and other equipment are working properly. Activating and switching off all alarm systems and other routine testing. 4. To maintain and operate plant and equipment, including maintenance of the swimming pool. 5. To clean designated areas and ensure that they are kept in a clean and hygienic condition. Emptying bins around the school site. 6. To bring to the notice of the caretaker and discrepancies by the cleaners. 7. To allow access of authorised maintenance or building contractors and ensure that they are aware of any potential hazards connected with their presence on the premises, having regard to Health & Safety at Work Act 1974 8. To undertake maintenance and portorage duties, including chair and furniture moving, repairs and decorations to the property, fixture and fittings and equipment. To be fully aware of, and to comply with, all departmental instruction and procedures relating to health and safety at work and to recognise the responsibilities required under the Health & Safety at Work Act 1974.

9. Clearing of outside gullies and drains, paths and hard areas around the school site. Snow clearance and the spreading of salt to provide safe access in inclement weather.
10. To replenish sanitary materials (toilet paper, paper towels and soap).
11. To periodically clean the store rooms in the designated areas.
12. To ensure the cleaning equipment is kept in a clean and working order.
13. It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism.
14. To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).
15. To report any problems to the Caretaker.
16. To perform such other duties of a like nature as required by the Headteacher.

General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Trust, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.