



# WOODBIDGE HIGH SCHOOL

**Post: Assistant Caretaker/Maintenance Officer**

**Job Description Date: Autumn 2024**

**Line Manager: School Business & Finance Manager (through the Site Services Supervisor)**

**Grade: LBR 2 (Scale Points 3-4)**

**Weekly Hours: 36 hours, 52 Weeks Per Year**

## **Purpose:**

To work as part of the site services team in ensuring that the school premises and its surrounds are secured, in good working order and well-maintained.

## **Duties and Responsibilities:**

1. To ensure security of the premises and its contents on a day to day basis (including the checking and operation of fire and intruder alarms).
2. To attend, as required, and ensure security of the premises for the period of time that the school is hired by external users, and to monitor/report any infringements of the school's lettings regulations (i.e. during evenings, weekends and school holiday periods). Generally, caretaking staff are required to be present half an hour before the period of let to prepare the accommodation and half an hour afterwards to secure the premises.
3. To assist in the general cleaning and upkeep of the premises over and above that provided by the contractor, including the main school hall and other such areas.
4. To maintain the school grounds to include grass cutting, chemical weed-spraying, upkeep of trees, shrubs and planted areas and the maintenance of the all-weather pitch.
5. To maintain all ground machinery and to report defects to the School Business & Finance Manager.
6. To sweep all external areas (e.g. doorways, boiler houses, car parks, etc), removing litter, leaves, weeds, etc, on a daily basis.
7. To receive deliveries from suppliers and carry out portage duties in any area of the site to include removal or rearrangement of furniture within the school.
8. To undertake basic handy-person duties within the school as required and to report all defects that would need special attention. This includes the upkeep of locks, doors, toilets, sinks, etc.
9. To ensure that all internal and external lighting is in good working order, replace tubes, bulbs, etc, both internally and externally as appropriate.
10. To inspect the heating plant on a daily basis, carrying out minor maintenance and reporting any defects to the School Business & Finance Manager.
11. To serve as a key-holder of the school and to attend, as required, out-of-hours working hours concerning any emergency situations that may arise (e.g. to attend to an alarm call).
12. To undertake the appropriate flushing of infrequently used water outlets (e.g. taps, basins and showers) during periods of school inactivity such as holiday periods, maintaining a recording log of work as required.

13. To undertake the regular checking of the school's fire extinguishers, fire door operation, fire call-points and emergency lighting, recording findings as required.
14. To maintain the current school records of the school mini-buses, ensuring that regular service checks, annual MOTS and tax payments are made appropriately. If a qualified driver, to take both vehicles for off-site repairs and to carry pupils to outside activities.
15. To maintain the booking records of staff requests for the use of the school mini-buses and booking of the electric vehicle charging point.
16. To deal with school building contractors and to liaise with the school's external building consultants, as required.
17. To ensure that pupils' toilets are checked, replenished with stock and tidied on a daily basis.
18. To ensure that the premises are maintained adequately in accordance with health and safety procedures.
19. To serve as a nominated first-aider.
20. To undertake the weekly sweeping of the all-weather pitch.
21. To undertake the 'flushing' of water outlets during school holiday periods.

**Generic:**

1. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
2. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
3. To perform other such duties of a similar nature as from time to time may be required. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.

## **PERSON SPECIFICATION:**

**JOB TITLE: Assistant Caretaker/Maintenance Officer**

**-Essential (E) and Desirable (D) below:**

### **Experience:**

- previous experience of working in an educational environment **(D)**
- previous experience of working in a caretaking or premises or maintenance role **(E)**

### **Skill, Knowledge and Abilities:**

- able to carry out set duties **(E)**
- appropriate basic maintenance skills, DIY/Site Services Skills **(E)**
- appropriate personal skills **(E)**
- high level of personal drive and energy **(E)**
- receptive to new ideas and change **(E)**
- be proactive and cover for the site service team members as required **(E)**
- able to liaise with external contractors **(E)**

### **Education and Qualifications:**

- no formal educational qualification is required
- a first aid qualification (training will be provided) **(E)**
- a current vehicle driving licence with no previous convictions **(E)**
- a willingness to be trained for a LBR mini-bus driving test certificate **(E)**

### **Personal Attributes:**

- a willingness to integrate into a team **(E)**
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
- a friendly, co-operative approach to parents, pupils and staff **(E)**
- a willingness to work flexibly in terms of job roles and responsibilities **(E)**
- promotes and gives a positive image of the school **(E)**

### **Personal Circumstances:**

- to be available to work additional hours, from time to time, if required (evenings and weekends) **(E)**