

Job Description

Job title	Site Assistant (Assistant Caretaker)	Grade	LBR4 PT7-10
School	Oaks Park High School		
Reports to	Site Manager		
Responsible for	N/A		
Purpose of job			
Ensuring the security of the premises and a well maintained, safe and clean working environment for staff and students.			
Main duties and responsibilities			
<p>Security</p> <ul style="list-style-type: none">● Lock/unlock school buildings and site areas.● Assist with regular security checks.● Operate and respond to alarm systems where appropriate. <p>Cleaning and Maintenance</p> <ul style="list-style-type: none">● Assist with minor/simple repairs, eg. minor plumbing, changing light bulbs, redecoration etc.● Operation of heating plant, cooling and lighting systems.● Undertake cleaning duties including graffiti removal and litter picking.● Undertake routine ‘client’ tasks in connection with premises -related contractors, eg. cleaning, catering and grounds maintenance.● Provide emergency access to the school site.● Assist with minor improvement work, eg. erecting shelves, noticeboards, bookshelves, as agreed with the Site Manager or Business Manager.● Collect and assemble waste for removal, including all recyclable materials.● Undertake emergency cleaning duties (spillages etc).● Coordinate deliveries to the school site.● Liaise with contractors in the absence of the Site Manager.● Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions. <p>Tasks – Resources</p> <ul style="list-style-type: none">● Ensure the maintenance of a clean and orderly working environment.● Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.● Refill and replace consumables in staff and student toilets.● Report faulty equipment and other maintenance requirements to the Site Manager (or in his absence, Kier Managed Services Help Desk).● Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches.● Ensure lights and other equipment are switched off as appropriate. <p>Tasks – Organisation</p> <ul style="list-style-type: none">● Assist with the receipt, distribution, collection and despatch of goods.● Assist and participate in the organisation and movement of furniture within the building.			

- Maintain and arrange orderly and secure storage of supplies.
- Operate everyday equipment in accordance with instructions.
- Assist with the maintenance of the school minibus.
- Ensure that staff and student toilets are in good condition, ie. door locks, hand driers etc. and that they are regularly replenished and tidy, clearing minor blockages and spillages as required.
- Report to the Site Manager all defects in the building requiring attention.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to the Business Manager.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to welcoming school environment which supports equal opportunities.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of students, staff and visitors at all times.

General

- Attend and participate in relevant meetings, training, other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, students and the public. Employees should cooperate with management; follow established systems of work; use protective equipment where necessary and report defects and hazards to management.

***Duties and responsibilities of the post may change over time as requirements and circumstances change.
The job description does not form part of the post holder's contract of employment.***

Person Specification

Job Title	Assistant Caretaker	Grade	LBR4
School	Oaks Park High School		
Education and Qualifications: <ul style="list-style-type: none">● Good standard of literacy and numeracy.			
Experience/Knowledge/Skills: <ul style="list-style-type: none">● Relevant experience desirable but not essential● Handyperson experience● Willingness to undertake induction training and other training where appropriate● Willingness to gain or further develop basic plumbing, electrical and decorating repair procedures● Ability to relate well to young people and adults● Willingness to gain knowledge of Health & Safety procedures and precautions● Willingness to gain awareness of COSHH regulations● Awareness of health and hygiene procedures● Knowledge of moving and handling procedures● Ability to work as part of a team● Willingness to use relevant equipment			
Other job requirements: <ul style="list-style-type: none">● Enhanced DBS check. <div>Signed: _____ Date: _____</div>			