



Job Role: Assistant Caretaker/Site Assistant

Pay Grade: H2 to H4

Purpose of the Role: To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment

Responsibilities:

- ❖ Ensure that buildings, site and resources are secure, including during out of school hours and take remedial action if required
- ❖ Act as the designated key holder for the school premises
- ❖ Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- ❖ Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site and cleaning duties
- ❖ Arrange emergency repairs - liaising with Senior Leadership Team
- ❖ Arrange regular maintenance and safety checks - liaising with Senior Leadership Team
- ❖ Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales – liaising with Senior Leadership Team
- ❖ Monitor stock and order supplies
- ❖ Undertake general portage duties, including moving furniture and equipment within the school
- ❖ Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- ❖ Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- ❖ Work with Senior Leaders to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register

Individuals in this role may also undertake some or all of the following:

- ❖ Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
- ❖ Facilitate lettings and carry out associated tasks, in line with local agreements
- ❖ Handle small amounts of cash for the purchase of materials to carry out repairs.

Knowledge	Competencies
NVQ level 2 (or equivalent)	Communication (written and verbal)
Minor DIY repairs and maintenance	Listening
Level 1 Safeguarding / Awareness of keeping children	Team working

Headteacher: Mrs T Skeggs

Deputy Headteacher: Mrs J Massey

Peartree Spring Primary School, Hydean Way, Stevenage, Herts, SG2 9GG

Telephone: 01438 233900

Fax: 01438 233901

Email: admin@peartreespring.herts.sch.uk

Website: www.peartreespringjm.herts.sch.uk



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safe	Monitoring
Awareness of Control of Substances Hazardous to Health (COSHH)	Planning and organising
Working knowledge of Health and Safety at Work	Flexibility
Working knowledge of policies and procedures	Customer Service
Knowledge of legionella and asbestos testing	
Understanding of the Schools Ethos, Vision and Values	
Manual Handling	

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed

Date

Print Name