**Howe Dell School**
**JOB DESCRIPTION**

**JOB TITLE**: Assistant Caretaker GRADE: H3

**LOCATION:** Howe Dell School

**REPORTS TO**: Facilities Manager / Executive Headteacher

## 1 PURPOSE OF YOUR JOB

To provide a safe and clean environment to users of the school buildings and grounds.

## 2 MAIN AREAS OF RESPONSIBILITY

- Undertaking safeguarding checks to ensure building and grounds are safe
- Adhering to health and safety policies and COSSH legislation
- General porterage duties including movement of furniture and equipment within the school
- Daily and periodic cleaning of designated areas of the school building and grounds according to schedule of work
- Set up for events in school
- Recycling
- Restock classrooms, office and staffroom with supplies
- Supervision of cleaning staff or monitoring of and liaison with contract cleaning staff (as appropriate)
- Other duties which may arise from the use of the premises
- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

## 3 ORGANISATION CHART

Executive Headteacher
Facilities Manager
Deputy Facilities Manager
Assistant Caretaker

## 4. SUPERVISION

The postholder will work within a supportive team and may at times work on their own using his/her initiative. This is subject to the general and specific direction of the Facilities Manager.

## 5. JOB CONTEXT

The postholder will spend time working across the site ensuring the site is clean and tidy and up to Health and Safety standards. The balance of work will be reviewed from time to time according to the changing needs of the school.

## 6 KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in school or similar environment desirable
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post

## 7 REPORTING

- Advising the Facilities Manager of faults to the buildings, fixtures and fittings which require specialist attention
- Monitoring and ordering an adequate stock of appropriate materials and equipment

## 8 PHYSICAL EFFORT

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

## 9 WORKING ENVIRONMENT

Some of the work may need to be done out of doors such as litter picking, and security checks in wet weather.

## 10 ADDITIONAL INFORMATION

The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder may undertake this by mutual agreement with the Executive Headteacher to attend during lettings for which payment will be made. There may also be additional hours available during the school day or holidays for which overtime will be paid.

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It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.