

The Hoddesdon School Trust Support Staff Job Description



Job Title: Assistant Caretaker

Date of Review and Update: October 2019

Line Managed by: Site Manager

This job description may be amended at any time following discussion between the Line Manager and member of staff and will be reviewed annually.

Purpose

To support the Site Manager and contribute as a team member towards providing an effective and efficient site support service.

The Site Team are responsible for the day-to-day operational management, safety and security of the school site ensuring it is well maintained, safe and secure for all its users.

Key Areas of Responsibility

1. Premises related Health and Safety issues, checks, inspections and record keeping
2. Site Maintenance and Repairs
3. Lettings and Events
4. Site Security
5. Site Duties

Key Tasks

1. Premises related Health and Safety issues, checks, inspections and record keeping

- 1.1. Adhere to the schools' Health and Safety Policy and report any potential Health and Safety issues to the Site Manager
- 1.2. Be aware of the location and condition of Asbestos Containing Materials (ACMs) as detailed in the Site Asbestos Log (SAL) and ensure procedures for dealing with ACMs are always followed and adhered to
- 1.3. Carryout tests/inspections/checks and record the results including but not limited to:
 - 1.3.1. Weekly checks of emergency exit doors and routes, recording the findings in the schools Fire log
 - 1.3.2. Weekly fire alarm system tests, recording the findings in the schools Fire log
 - 1.3.3. Monthly legionella testing and updating of electronic records
 - 1.3.4. Monthly emergency lighting test, updating of electronic records
 - 1.3.5. Monthly checks of fire fighting equipment
- 1.4. Undertake any other site related Health and Safety work as required

2. Site Maintenance and Repairs

- 2.1. Carryout site maintenance and repairs as directed by the Site Manager.
- 2.2. Supply regular updates on the condition of the site to the Site Manager
- 2.3. Take monthly readings of water and energy supplies and recording your findings and supply to the finance department to ensure accurate billing and efficiency as directed by the Site Manager.
- 2.4. Regular room observations report and advise site manager of premises defects and any vandalism.

3. Lettings and Events

- 3.1. Occasional opening and securing of the site before and after lettings and events as directed by the Site Manager

4. Site Security

- 4.1. Opening site on day-to-day basis (Monday to Friday) and for occasional lettings and events outside normal hours of operation as specified by the Site Manager (paid as overtime)

- 4.2. Secure the site where required/as directed by the Site Manager
- 4.3. Act as a key holder for out of hours emergencies

5. Other Duties

- 5.1. Assist with the operation of the Trusts other sites as directed by the Site Manager.
- 5.2. Contribute to the upkeep of the school grounds including but not limited to, grass cutting, weeding, planting, litter picking and waste clearance as directed by the Site Manager.
- 5.3. Undertake general and emergency cleaning of some parts of the site, as directed, and if required provide emergency cover for any absence of other members of the Site Team as directed by the Site Manager
- 5.4. Liaise with reception to receive goods and supplies and distribute as necessary, moving items to an appropriate area to keep areas clear and hazard free, with due regard to current Health & Safety and Manual Handling regulations as directed by the Site Manager.
- 5.5. Move items such as school furniture as required, with due regard to current Health & Safety and Manual Handling regulations as directed by the Site Manager.
- 5.6. Emergencies, clean spillages and bodily fluids as required. Deal with or arrange for leaks, floods, fires, breakages, all electrical and gas emergencies to be dealt with, making safe initially by turning off supply
- 5.7. Keep paths, access points and entrances free of snow and ice to ensure safe passage as directed by the Site Manager.
- 5.8. Assist with grounds maintenance during times of high need as directed by the Site Manager

Measures

1. Positive feedback from staff, students and parents.
2. The school is able to deliver its development plan.
3. Smooth running of schools site and ensuring all statutory regulations are adhered to.

Competencies

- Customer focused.
- Working knowledge of Health and Safety /willingness to learn.

Person Specification

- Be able to work alongside other professionals and outside agencies.
- Work under pressure and meet short deadlines.
- Communicate to a high level through written and oral media.
- Be able to prioritise tasks
- Be able to work as part of team, but also independently

Review, Induction, Further Training and Development

1. Reviewing from time to time your methodologies (procedures and practices).
2. Participating in arrangements for your further training and professional development including undertaking training and professional development, which aim to meet needs, identified in statements of objectives or in appraisal statements.

Signed:

Postholder

Signed:

David Allman, Executive Headteacher

Dated:
