

**Mandeville Primary School**

**Job Description – Assistant Caretaker**

**Job Title:** Assistant Caretaker

**Responsible to:** Caretaker

**Pay Grade:** SSPS3 to SSPS5 (H2)

**Purpose of the Role:** To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed

**Responsibilities**:

* Ensure that buildings, site and resources are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
* Keep records relating to maintenance and security
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
* Undertake general portage duties including moving furniture and equipment within school
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
* Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Receive deliveries to the school site
* Collect and assemble waste for collection.

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

* Cleaning of designated areas of the school building and grounds according to instructions
* Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
* Undertake lettings and carry out associated tasks, in line with local agreements.
* Act as a designated key holder, providing emergency access to the school site
* Act as school contact in relation to premises related contractors
* Organise testing for asbestos and other health and safety procedures.

**Training will be provided in the following areas:**

* NVQ level 2 (or equivalent)
* Level 1 Safeguarding / Awareness of keeping children safe
* Awareness of Control of Substances Hazardous to Health (COSHH)
* Awareness of Health and Safety at Work
* Knowledge of legionella and asbestos testing

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| **Knowledge**  Understanding of the Schools Ethos, Vision and Values  Manual Handling | **Competencies**  Communication (written and verbal)  Listening  Team working  Monitoring  Customer Service  Flexibility |

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.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

**Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**