



JOB DESCRIPTION

Post title	Assistant Caretaker/Handy Person
Salary	Single Status Grade 2
Responsible to	Caretaker/Business Manager
Main Purposes of the Job	To provide, in support of the Caretaker/Principal, an effective caretaking and cleaning service for the school.
Main Functions.	<ul style="list-style-type: none"> • Maintain building cleaning standards in accordance with the County Cleaning specification. • Notify the Caretaker/Business Manager of the necessity for any repairs or maintenance including those which are outside the normal caretaking duties. • Clean outside hard areas daily eg playground, paths and entrances, collect all litter and convey to nominated collection point. Clean gullies and drains at surface level when required. • Remove all refuse internally collected from within the school and convey to nominated collection point when required. • Weekly, sweep through minibuses and report any concerns to the minibus driver. • Move furniture and equipment as required. • Carry out emergency cleaning in specified areas as allocated by the Caretaker when a cleaner is absent. • Undertake DIY tasks, where needed. • Replenish consumable items ie soap, towels, toilet paper etc as required throughout the school. • To support bus drivers with the safe turning of their vehicles at the school gate. • To undertake tasks requested by the Caretaker, such as closing up the building/closing windows/closing down computers/projectors. • To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.