



JOB DESCRIPTION

Post title: Assistant Caretaker

Pay Scale: Single Status Grade 4

Responsible to: Caretaker

Purpose of the Role:

To provide, in support of the caretaker/headteacher, an effective caretaking and cleaning service for the school.

Key tasks:

1. Maintain building cleaning standards in accordance with the County Cleaning specification.
2. Be responsible for the routine and emergency opening and closing of school premises and grounds when required. Assist the caretaker where appropriate in enabling access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds in accordance with East Sussex County Council policy when required.
4. Report to caretaker/headteacher in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Carry out necessary duties where alarm systems are installed
6. Assist with enquiries from officers and employees of the LEA, workmen and contractors, and report to the caretaker/headteacher. Direct workmen and contractors to the site of repair and maintenance work when required.
7. Notify the caretaker/headteacher of the necessity for any repairs of maintenance including those which are outside the normal caretaking duties.
8. Clean outside hard areas three times per week eg playground, paths and entrances, collect all litter and convey to nominated collection point. Clean gullies and drains at surface level when required.
9. Take out of use caretaking/cleaning equipment known to be faulty and report the need for repair.
10. Operate heating and hot water supply plant in accordance with County Instructions and carry out frost precaution procedures if requested by the caretaker/headteacher.
11. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
12. Accept delivery of stores, materials and other goods and convey to appropriate storage areas when required.

13. Move furniture and equipment as required. (There is no provision for this task to include the wholesale placement and removal of chairs on a daily basis.)
14. Carry out cleaning in specified areas as allocated by the caretaker /headteacher, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism.
15. During school closure periods undertake floor treatment work, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with the Area Supervisor/headteacher.
16. Replenish consumable items i.e. soap, towels, toilet paper etc. as required throughout the school.
17. Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.

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.