



# AYLWARD PRIMARY SCHOOL



## Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Post Details:</b>	<b>Caretaker / Premises Assistant</b>
<b>Salary:</b>	<b>H4 - £30,288 - £31,611</b>
<b>Responsible to:</b>	<b>Site Supervisor / School Business Manager</b>
<b>Hours:</b>	<b>36 hours per week – Monday to Friday Hours may vary during the school holidays</b>
<b>Two-week rota:</b>	<b>6.00am – 1.45pm 10.45am – 6.30pm</b>

## Job Purpose

To undertake duties, as directed by the Headteacher, Senior Leadership Team and Site Supervisor, in a professional and courteous manner, including; opening and closing of the School, undertaking minor repairs and maintenance, and supporting the efficient operation of the school through portering and furniture/equipment relocation.

The position has a vital role to play in the smooth running of the school, and the use of initiative is important to respond to urgent maintenance problems such as water leaks without needing direction.

## Principle Accountabilities

The role will require the undertaking of the following tasks (note: this list is not exhaustive but intended to convey the size and level of work that could be tasked):

### 1. Security:

- a) Unlocking/Locking of gates and doors as required during the day in term time and the school holiday and ensure windows are shut when the building is not in use
- b) Report any security breaches
- c) Keyholding – to be a keyholder for the site and to attend alarm call outs (intruder/fire).
- d) Operate alarms/security systems, which requires an understanding of how they work
  - Intruder
  - Fire
  - Access Control

## **2. Remedial Maintenance:**

- a) Monitoring site during daily activity to identify maintenance issues and report them to the Site Supervisor ensuring they are logged for monitoring.
- b) Make systems or areas safe which will require more specialist repairs: isolating electrics, turning off water, shoring up or cordoning damaged structure
- c) Electrical work allowed by legislation: plug replacement, like for like unit replacement (including bulbs)
- d) Plumbing: fixing leaking taps or joints, blocked toilets, ball cock replacement etc
- e) Carpentry work: such as fitting shelves, constructing temporary structures, fixing damaged wooden equipment
- f) Decorating: classrooms, corridors and small area painting, touch ups and plaster repairs
- g) Relaying paving in small areas, including mixing and laying of concrete or similar

## **3. Routine Maintenance Checks – Statutory:**

- a) Portable Electrical Appliance Testing (PAT)
- b) Emergency Lighting flick checks
- c) Fire Alarm weekly testing
- d) Fire Extinguishers checks weekly
- e) Legionella prevention actions
- f) Asbestos condition checks

## **4. Undertake Basic Record Keeping: with reference to maintenance and Health and Safety checks**

## **5. Contractors – escort/oversee during site visits**

## **6. Maintain Outside / Exterior Areas to ensure safety and tidiness:**

- a) Drains: keep clear of obstructions
- b) Paths, entrances, car parks, steps, etc.:
  - i. keep clear of leaves, moss and mud
  - ii. grit and snow clear during severe weather
  - iii. jet/power wash
- c) Signage: keep clean and free from algae
- d) Check trees for broken/ overhanging branches that could pose a safety risk and report to Groundsman
- e) Waste: gather from exterior bins ready for waste collection
- f) Litter Picking on hard and soft areas
- g) Regularly clean designated areas of the school grounds according to instructions
- h) Porterage (deliveries, chair & desk setting up/down, movement of furniture & equipment around the school, assist in setting up for school events and lunch)

## **7. Cleaning:**

- a) undertake emergency cleaning duties/activities when no-one from the cleaning team is on duty such as dealing with spillages and graffiti removal, children's toileting accidents or when children are unwell.
- b) assist with the monitoring of cleaning by the cleaning contractors by undertaking a monthly cleaning check
- c) advise the School Business Manager of any concerns regarding cleaning.
- d) routine cleaning of outdoor areas of the school buildings and grounds
- e) cleaning of the school hall on a regular basis
- f) monitoring the deep cleaning of the school buildings by the cleaning contractors during the school holidays e.g. carpet cleaning, high level cleaning, window cleaning or activities requiring specialist techniques

## **8. Health & Safety:**

- a) Adhere to the School's Health and Safety Policy
- b) Carry out Health and Safety related tasks
- c) Undertake CPD appropriate to the Caretaker / Premises Assistant role.

## **9. Lettings:**

- a) For lettings taking place at the end of the school day, meet hirers at the start of their session and ensure their requirements are met.
- b) Deal with any issues which arise during the hiring period whilst on duty, rectifying issues as they arrive if possible.
- c) Check the facility at the end of the hiring period for damage and tidiness and rectify any deficiencies. This could be in the morning after a letting.
- d) Undertake some maintenance checks

## **10. Flexibility:**

- a) In order to deliver the service effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## **11. General Duties:**

- a) Prioritise own work, manage time and be accountable for decisions taken with delegated authority
- b) Arrange cover with the Headteacher or nominated line manager when on annual/sick leave.
- c) Assist public relations by responding to parents and site visitors in a helpful manner.
- d) Being a visible presence when on duty to help ensure site user safety.
- e) Be present at all times when the building is occupied by site users
- f) Assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with site users.
- g) To be prepared to attend First Aid or Fire Marshall training, where appropriate
- h) Undertake such other associated duties as may be required by the Headteacher or designated nominee.
- i) To read understand and adhere to the school's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff, parents and site users.

## **12. Other duties and accountabilities:**

- a) Promoting the School and its profile to a range of audiences as an articulate ambassador in all circumstances.
- b) Continuing to raise the positive profile of the school in the local community.
- c) Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- d) Ensuring compliance with our responsibilities as laid out in the Bentley Wood Trust Equal Opportunity Policy and taking an active role in promoting equality and diversity.
- e) Promoting the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment for improving standards for all pupils within the school.
- f) Undertaking such other duties as reasonably correspond to the general character of the post, including attending meetings and public events.

- g) In order to deliver the service effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.