

HITCHIN GIRLS' SCHOOL

JOB DESCRIPTION

POST: ASSISTANT CARETAKER

Full time: 37 hours per week, 52 weeks per year (Grade: H2)

PURPOSE OF YOUR JOB

To help provide a clean, safe and secure environment for users of the buildings and grounds of Hitchin Girls' School and to contribute to the maintenance of the buildings, fixtures and fittings to a high standard.

HOURS

The usual hours are 8.00am to 4.00pm (which includes a 30 minute unpaid break), Monday to Friday. Some flexibility in the hours worked may be required to provide cover for the absence of other site staff or to support school events and external use of the buildings. During school holidays, some variation may be required to working hours depending on the use of the buildings.

MAIN AREAS OF RESPONSIBILITY

- To carry out general portering duties, including movement of parcels, furniture and equipment within the school.
- The setting up of furniture, equipment and resources for school events including assemblies, exams, meetings etc.
- To undertake daily litter clearance, emptying outside bins and sweeping to ensure a clean and tidy site.
- To undertake cleaning in and around the school buildings during the day where necessary.
- Clear and clean up at the end of meetings and/or lets and prepare the areas for normal use.
- To carry out regular cleaning and maintenance of external areas around the building to include drains and gullies, paths and roadways, steps, courtyards etc.
- To be a designated key holder with responsibility as required for the security, opening and closing of the buildings, and for emergency access to the premises.
- To support the operation of building equipment including boilers, heating systems, electrical systems etc.
- To undertake regular premises and equipment checks and tests in accordance with the school maintenance schedule, as designated by the Premises Manager.
- To have a proactive approach to the identification and resolution of premises related faults and maintenance work
- To support the maintenance, repair and decoration of buildings, rooms, equipment and resources to a high standard and in line with safety and legislative requirements.
- To respond to reports of health and safety issues and hazards and resolve as appropriate.
- To report to the Premises Manager any damage or faults to the buildings or fixtures and fittings and carry out temporary repairs or actions to make it safe.
- To share with others attendance at the premises outside of normal school hours to support evening and weekend lettings and other use of the school buildings and site,
- To support the work of the Premises Manager and the other members of the site team.
- To ensure the safe use of power and other tools to undertake repairs and maintenance etc.
- To liaise with the cleaning staff and maintenance contractors/builders etc. as required.
- To build and maintain good working relationships with staff and users of the school site.
- To maintain a visible presence whilst on duty and remain contactable via the school's designated mobile phone.
- To carry out any other duties as may from time to time be requested.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Responsible to: Mr. J Theobald, Premises Manager

Person Specification – Assistant Caretaker

A. **Education, Qualifications and Training**

Essential:

- Completed secondary education

Desirable:

- Training in Health & Safety

B. **Experience**

Essential:

- Previous experience of working in a customer focused environment

Desirable:

- Experience of successfully carrying out basic DIY tasks.
- Experience of cleaning in a work environment.

C. **Skills and Personal Characteristics**

Skills

Essential:

- Proven ability to work both as part of a team and alone without supervision.
- Good oral communication and ability to portray a positive image of the school.
- To have an understanding of and a commitment to child welfare and safety.

Desirable:

- Ability to work in an organised manner and use initiative.

Personal Characteristics

Essential:

- Good timekeeper, organised, motivated, hardworking with a sense of humour.
- Reliable and trustworthy.
- Flexible attitude to working hours e.g. ability to cover other shifts on occasions when colleagues are absent.
- Willingness to learn and a flexibility of approach to problems.
- Willing to contribute to the broader life of the school.

Desirable:

- Mature attitude which inspires confidence in those you have contact with.