

The Astley Cooper School

Job Description – Assistant Caretaker

This job description should be read in conjunction with the current version of the Hertfordshire Pay and Conditions document and the expectations of the school's support staff standards, skills and behaviours.

The main purpose of the role is to assist the Caretaker to provide a clean and safe environment for users of the school buildings and grounds.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key responsibilities as **Assistant Caretaker** are:

- To maintain the security of the school's buildings and grounds
- To operate the school's heating plant
- To undertake general portering duties including movement of furniture and equipment within the school
- To carry out maintenance duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- To carry out daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- Deputise for the Caretaker when required, including opening and closing the school
- To carry out setting up of - and provide support for - school events, including assemblies

Other Professional Requirements

- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school Health and Safety policy including risk assessment and safety systems
- To undertake asbestos training
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- To participate in training opportunities and professional development as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher.