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| <b>Job Description</b>  |  |                                       |  |
| <b>HANDYPERSON/ ASSISTANT CARETAKER</b><br>Grade 1 scp 4 - 8  | <b>Hucknall National C of E Primary School</b> | <b>Post Ref</b><br>Profile Premises 3 |  |
| <b>Job Purpose</b><br>Under the direction and instruction of Senior staff/Premises Staff to undertake day to day minor repairs, basic maintenance of designated areas, cleaning, handyman duties within the school premises to ensure that they are kept in a clean and safe working environment to the agreed quality standards.   |  |                                       |  |
| <b>Key Responsibilities</b>   |  |                                       |  |
| <ol style="list-style-type: none"> <li>1. Carrying out minor repairs to buildings &amp; equipment as identified by the Head teacher or senior staff</li> <li>2. Maintenance of school grounds</li> <li>3. Litter Picking across the school site</li> <li>4. Emptying &amp; cleaning of litter bins, etc, and removing waste to designated areas</li> <li>5. Cleaning of designated areas in the establishment including overhead kitchen canopies</li> <li>6. Removing graffiti from internal &amp; external surfaces</li> <li>7. Carrying out portage duties as and when required</li> <li>8. Carrying furniture, tables and chairs, set up rooms for meetings, events and examinations</li> <li>9. Maintain grassed areas around the site</li> <li>10. Clear garden debris and fallen leaves</li> <li>11. Cleaning of drains &amp; gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises</li> <li>12. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required</li> <li>13. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li> <li>14. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures</li> <li>15. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team</li> <li>16. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</li> </ol> |  |                                       |  |

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| <b>Person Specification</b>  |  |
| <p><b>Education and Knowledge</b><br/>           Good literacy and numeracy skills gained from general education or equivalent experience in a relevant discipline necessary to undertake a range of routine maintenance tasks e.g. minor repairs to buildings, cleaning duties, awareness of health &amp; safety.</p> | <p><b>Personal skills and general competencies</b></p> |
| <p><b>Experience</b></p>   |  |

To be completed only if any  
amendments are made to the  
standard Job Description

Please refer to the guidelines

**Additional Responsibilities to be included in the Job Description**

This section is a description of the main responsibilities that are to be added to the Job Description, it is not a task list – the % time spent does not have to exact - it is to help the analyst understand how much time is spent on specific tasks for example the amount of time spent on typing/ inputting data may affect the Physical Demands factor.

| Additional Responsibilities | % Time spent |
|-----------------------------|--------------|
|                             |              |
|                             |              |
|                             |              |
|                             |              |

**Factor Information**

The factor definitions are outlined below and are specific for the job description and reflect the appropriate level from the NJE scheme that are commensurate with the level of responsibility and competences required for the role as described in the Job Description. If you have amended the standard information you should insert any additional information that you believe would impact on a factor.

Some factors have options (a) or (b) you should indicate which option best describes the job by placing a tick in the relevant box.

| Factor |                              | Factor Definition and Relevant Job Information   |  |
|--------|------------------------------|--|--|
| 1      | Knowledge                    | Good literacy and numeracy skills gained from general education or equivalent experience in a relevant discipline necessary to undertake a range of routine maintenance tasks eg, minor repairs to buildings, cleaning duties, awareness of health & safety. |  |
| 2      | Mental Skills                | A) Interpreting straightforward instructions and resolving straightforward issues or problems that may occur as part of routine duties e.g. basic cleaning problems.   |  |
|        |                              | B) Some basic assessment of the causes or issues involved may be necessary before deciding on how to proceed e.g. repair and maintenance of fixtures and fittings, acts of vandalism.  |  |
| 3      | Interpersonal/ Communication | A) Required to communicate with colleagues, teaching staff & pupils/members of public with regard to their own duties.   |  |

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|           | <b>Skills</b>                                 | <b>B)</b> Required to communicate with colleagues, teaching staff & pupils/members of public with regard to their own duties e.g liaise with utility companies and the emergency services to facilitate access for routine maintenance and repair.   |  |
| <b>4</b>  | <b>Physical Skills</b>                        | Use of cleaning & powered equipment and associated materials ie, drills, plumbing tools, vacuum cleaners, buffing machines.  |  |
| <b>5</b>  | <b>Initiative &amp; Independence</b>          | <b>A)</b> Works to an established routine of cleaning & repair tasks and following instruction from supervisor   |  |
|           |   | <b>B)</b> Works within established routines and practices but occasionally uses discretion to respond to changed priorities or unplanned circumstances with supervisory support available when areas of difficulty are faced e.g. acts of vandalism.   |  |
| <b>6</b>  | <b>Physical Demands</b>                       | Walking, bending, stretching and lifting to undertake the cleaning & maintenance tasks described will form a significant part of the job.  |  |
| <b>7</b>  | <b>Mental Demands</b>                         | Sensory concentration applied working within a school environment using powered cleaning & maintenance equipment and awareness of challenging behaviour/ actions of pupils.  |  |
| <b>8</b>  | <b>Emotional Demands</b>                      | Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave the job holder feeling upset, aggrieved, or angry e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness. (People related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor.) |  |
| <b>9</b>  | <b>Responsibility for People</b>              | Providing safe, clean & secure environment for staff, pupils & members of the public.  |  |
| <b>10</b> | <b>Responsibility for Supervision</b>         | Job holder has no direct responsibility for the supervision of other employees. Occasional demonstration of own duties or similar assistance to new staff may be given as necessary.   |  |
| <b>11</b> | <b>Responsibility for Financial Resources</b> | Job holder has no direct responsibility for financial resources. The handling of small amounts of cash/cheques or equivalent may be necessary or the receipt of the same to pass to others to action.  |  |
| <b>12</b> | <b>Responsibility for Physical Resources</b>  | Routine cleaning of school buildings, day to day maintenance of equipment and premises, occasional responsibility for the security of buildings e.g. testing of fire alarm and sprinkler system, maintenance of swimming pool/hydrotherapy pool.   |  |

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| <b>13</b> | <b>Working Conditions</b> | The post will involve some exposure to disagreeable conditions e.g. unblocking drains and toilets, bodily fluids (vomit, blood), and may require the job holder to deal with angry, upset, aggressive or abusive pupils and parents/carers who may contact the school on the phone or in person, which exposes the job holder to some unpleasantness and discomfort. |
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