



JOB DESCRIPTION	
JOB TITLE: Assistant Caretaker	
GRADE: G3	
REPORTS TO: Headteacher (or other designated member of staff)	
1.	PURPOSE OF JOB: To provide an on site cleaning/caretaking service.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	1. To be responsible for the cleaning of a specified area in accordance with the trust's standards and methods if requested by Headteacher
	2. To stock take and create purchase requisitions for cleaning materials and equipment
	3. To store cleaning equipment and materials in a safe place
	4. To report to the immediate supervisor any problems relating to cleaning equipment and materials
	5. Complete daily/weekly/monthly/annual premises checks and record on software provided
	6. Clear snow and grit when required – record to be kept
	7. To carry out caretaking duties as directed by the Headteacher (or other designated person) as outlined on the job information sheet. E.g. minor repairs to fabric of building and/or equipment
	8. To be a key holder for the school premises where it is considered necessary by the Headteacher
3.	MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i> None SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i> None
4.	CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i> Little or no opportunity for creativity and innovation
5.	CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i> Routine contact with staff and pupils within the school, delivery workmen, and members of the public
6.	DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i>

	<p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>Working within clearly defined instructions/procedures.</p> <p>Little or no freedom to act outside of defined role.</p> <p>Be aware of and act in accordance with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</p>
7.	<p>RESOURCES</p> <p>Cleaning materials and equipment.Keys.</p> <p><i>The postholder is personally accountable/responsible for the following:-</i> Resources made available to enable the efficient execution of their duties, for example a tablet, which the post holder is responsible for.</p> <p>Personal possessions of self.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Limited changes in working practices.</p>
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>Physical effort necessary associated with working at heights, use of equipment, bending moving and handling, pushing for example use of buffing machine, moving chairs</p>
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Some lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.</p>
	<p>d) Work Context – <i>Potential risk to safety & well-being, including abuse and aggression</i></p> <p>Minimal risk, post holder will be working with cleaning chemicals and equipment, may be limited exposure to abuse/aggression from trespassers, children, parents and carers</p>
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>Have a clear understanding of the cleaning standards required by the trust.</p> <p>The post holder must have understanding of Health and Safety and COSHH as outlined at induction. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p> <p><i>Please see Person Specification for further details.</i></p>
10.	<p>GENERAL</p>
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Keystone Academy Trust's Equal Opportunities policies.</p>
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Keystone Academy Trust's Health and Safety policies and procedures.</p>