



## Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## Job Description

<b>Job Title: Assistant Caretaker</b>	<b>Grade: 3 - £11,039</b>
<b>Hours: 16 Per Week - Tuesday - Friday</b> (split shifts 6.30am - 9.00am and 4.30pm - 6pm)	<b>Weeks: 38 (Term Time Only)</b>

### Purpose of Job:

To support the Site Supervisor to manage the maintenance, security, heating and health and safety of the site and grounds. You are valued as a member of the school support team and shall make a positive contribution to the ethos of the school, providing a high quality professional site management service.

## Duties and responsibilities

### Repairs and Maintenance

<b>1</b>	To support the Site Supervisor in the maintenance and upkeep of the premises, the buildings (including their non-curricular contents), and the grounds.
<b>2</b>	To feedback to the Site Supervisor information shared by contractors.
<b>3</b>	To be responsible for ensuring the safe and efficient operation of mechanical, electrical, heating and water services on the premises, including lifts, and to ensure safe levels of lighting, heating and ventilation are maintained.
<b>4</b>	To carry out minor maintenance jobs as required.
<b>5</b>	To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas, and ensuring the outdoor area is clean and safe.

### Cleaning

<b>6</b>	To support the cleaning team to ensure that the cleaning is done in accordance with an agreed specification and to be responsible for all emergency cleaning.
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<b>7</b>	To undertake / manage arrangements for cleaning not in the above arrangement as directed.
<b>8</b>	To ensure that classrooms and staff areas are stocked with essential items on a daily basis (gloves, toilet rolls, hand towels etc) and to give feedback to the Site Supervisor if stocks are getting low.
<b>Security</b>	
<b>9</b>	To be responsible for the locking and unlocking of the premises, ensuring that required safety checks are done daily.
<b>10</b>	To ensure staff are aware of the Council's guidelines and procedures on security and the use of alarm systems.
<b>11</b>	To maintain a key holding system for the school and to arrange for access to the site by authorised persons.
<b>Health and Safety</b>	
<b>12</b>	To support the Site Supervisor and Leadership team in maintaining the premises in a safe and healthy condition, including the safe storage of potentially harmful materials, within the competence of the postholder.
<b>13</b>	To read and follow risk assessments to complete tasks as required.
<b>Building/Remodelling works</b>	
<b>14</b>	In conjunction with the Site Supervisor and Head Teacher, deal with contractors and consultants on all aspects of the building works, ensuring the ongoing efficient and effective premises management and upkeep of the site.
<b>15</b>	To support the site supervisor to assemble new equipment and furniture as required
<b>Time Management</b>	
<b>16</b>	To work on own initiative and to prioritise the daily workload
<b>Other</b>	
<b>17</b>	Such other duties, within the competence of the postholder, which may be required reasonably from time to time.

## Safeguarding

This post is subject to an enhanced DBS check and is exempt from the Rehabilitation of Offenders Act (1974)

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## Personal Specification

Requirement	Method of Assessment
Ability to deal with emergencies in a proactive and systematic manner.	Application Form
Experience of modern cleaning techniques and methods.	Application Form / Interview
Good Literacy skills	Application Form / Interview
Knowledge of how to use computer systems	Application Form / Interview
Ability to carry out basic handyperson/maintenance services	Application Form / Interview
Experience and understanding of site issues pertaining to a large building	Application Form / Interview
Experience and understanding of security issues	Application Form / Interview
Willingness to attend training as required	Application Form / Interview
Ability to work as part of a team and to contribute to team development	Application Form / Interview
Ability to communicate in a professional, effective and courteous manner	Interview
Willingness and ability to work flexible hours to meet service requirements	Application Form / Interview
Work alone, when required, showing good self-motivation.	Application Form / Interview
Be reasonably fit to carry out the duties of the job.	Application Form / Interview
Able to carry out some manual handling and lifting.	Application Form / Interview
Clear understanding of equal opportunities issues in both service delivery and employment	Application Form / Interview

