

# **FOXFIELD SCHOOL**

## **Assistant Caretaker**

**Salary Scale:** Band E SCP 8-11

**Working Pattern:** 25 hours per week, on a rolling two-week rota, including alternate weekends during term-time.

**Responsible to:** Headteacher, Business Manager and Site Manager.

**Required as soon as possible.**

### **Job Purpose**

To support the efficient day-to-day operation of the school site by helping to maintain a safe, secure, clean and well-maintained environment for pupils, staff, visitors and the wider school community.

The Assistant Caretaker will assist with premises security, maintenance, portorage, cleaning support, health and safety checks, site presentation and the general upkeep of the buildings and grounds.

### **Main Duties and Responsibilities**

#### **1. Security of Premises**

- a) Open and close the school buildings and grounds in accordance with agreed procedures.
- b) Ensure the site is secure during and outside normal school hours.
- c) Support pupils' safe arrival to and departure from the school site at the beginning and end of the school day, via Pupil Entrance.
- d) Carry out routine checks of gates, doors, windows, alarms and lighting.
- e) Act as a key holder.
- f) Respond appropriately to emergencies including fire, flood, break-ins, accidents or damage.
- g) Help prevent unauthorised access to the premises.

#### **2. Heating, Lighting and Building Systems**

- a) Operate and monitor heating, lighting and related building systems.
- b) Ensure appropriate temperatures and hot water supplies are maintained.
- c) Replace light bulbs or tubes where safe access is available.
- d) Carry out frost prevention procedures as directed.

#### **3. Cleaning and Site Presentation**

- a) Maintain external areas including paths, playgrounds, entrances and driveways in a clean and tidy condition.
- b) Remove litter, leaves and debris from school grounds.

- c) Support gritting and weather-related safety measures during icy conditions.
- d) Empty bins and maintain refuse storage areas.
- e) Ensure drains, gullies and gutters are kept clear and free-flowing.
- f) Carry out low-level window cleaning and agreed cleaning tasks.
- g) Replenish consumables such as soap, toilet rolls and paper products where required.
- h) Ensure toilets are in working order at various times of the day, particularly after breaks.
- i) Support recycling procedures across the site.

#### **4. Porterage and Deliveries**

- a) Receive, move and store deliveries, materials and supplies.
- b) Prepare rooms and move furniture or equipment as required.
- c) Assist with setting up for meetings, events and lettings.
- d) Porterage duties may on occasions require the post holder to drive one of the school minibuses to undertake assigned tasks.
- e) Undertake other porterage duties appropriate to the role.

#### **5. Health and Safety**

- a) Work in accordance with health and safety legislation, school policies and safe working procedures.
- b) Comply with COSHH requirements and safe use of equipment and materials.
- c) Carry out routine health and safety checks of buildings, grounds, fixtures, fittings and equipment.
- d) Report hazards, defects or urgent issues promptly to the appropriate manager.
- e) Ensure caretaking equipment is maintained in a safe working condition.

#### **6. Repairs and Maintenance**

- a) Carry out minor repairs and general maintenance not requiring a qualified craftsman.
- b) Assist with a planned programme of decoration and painting.
- c) Report significant repair or maintenance issues promptly.

#### **7. Specialist Areas**

- a) Assist with routine checks of the pool temperature and water condition, identifying where action is required and informing Site Manager/SLT and user groups of any problems.
- b) To remove and refit pool covers when appropriate to maintain the water temperature and minimise heat loss.
- c) Assist with cleaning and general upkeep of the school swimming pool area where applicable.
- d) Assist with minibus checks, cleaning and basic maintenance where required.

- e) Operate specialist site equipment following appropriate training.

## **8. Lettings and Community Use**

- a) Support school lettings and out-of-hours use of the premises.
- b) Act as a point of contact for hirers and provide reasonable assistance as required.

## **9. General Responsibilities**

- a) Promote and adhere to safeguarding, confidentiality, equality and data protection policies.
- b) Maintain professional standards of conduct at all times.
- c) Attend mandatory and role-related training.
- d) Work cooperatively with site, cleaning and school staff.
- e) Contribute positively to the effective operation of the premises team.
- f) Undertake other duties commensurate with the grade and nature of the post as reasonably required by management.

## **Other Information**

The duties listed are not exhaustive and may be varied from time to time to meet the changing needs of the school, following consultation where appropriate.

## **ADDITIONAL REQUIRED ADJUSTMENTS TO AND FLEXIBILITY IN WORKING HOURS**

Some flexibility in the working hours of the Assistant Caretaker may be desirable or requested by the Headteacher/School Business Manager in particular circumstances. Any changes to the planned working hours will be negotiated in advance.

Such situations may include:

1. Where either the Site Manager or Assistant Caretaker is absent or on holiday, in which case the remaining Assistant Caretaker will be asked if he/she is able to adjust his/her hours or work some overtime to ensure the effective running of the school.
2. Where it is beneficial for either or both Assistant Caretakers to adjust their hours on a single or regular occasion to enable particular activities to be undertaken in school while still ensuring that the basic caretaking duties are being fulfilled.
3. During school holidays other members of the site team may be on holiday and so the working hours could be adjusted to provide the necessary cover in school. During the holidays the school may also not be used at the weekends in which case the Assistant Caretaker would work the additional corresponding number of days/hours during the period Monday-Friday.