

Department	West Kirby Primary School	Division	Various	
Designation of Post	Level 2 Buildings (Assistant Caretaker)	Grade	Band C	
Responsible to	Headteacher			
Immediate Subordinates	Site Manager & Business Manager			

Job Purpose

To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Key Tasks

1. Supervise and/organise rotas for designated staff to ensure cleaning services are delivered to the required standard
2. Undertake cleaning of allocated areas in line with specified standards
3. Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training
4. Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser
5. Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to senior staff immediately
6. Collect and dispose of waste
7. Refill and replace soap, towels and other materials.
8. Monitor and report on new methods and cleaning schedules introduced by the authority.
9. Liaise with officers from the Children & Young People's Department on site related problems.
10. To adhere & control budget related directly to staffing levels and materials, including the ordering of supplies and equipment.
11. Assist, when required, in the preparation of specific work specifications in preparation for competitive tendering.
12. To be aware of the School's Health & Safety, Disciplinary and Quality Assurance procedures and ensure that they are adhered to.
13. To take part in assessments of the performance of Cleaning staff and report at the earliest opportunity to the appropriate officer where the required performances are not being met.
14. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. **Act as a designated key holder, responding to calls outside of normal working hours**
2. Provide access to premises in emergency situations such as flooding
3. Supervise/undertake specialised cleaning programmes during school closures or other designated periods.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Headteacher

Date