Job Description

Post Title Assistant Caretaker JE Code : A4819

Grade: N3

Responsible to : Site Manager / Deputy Site Manager

Job Purpose : To support the management and maintenance of the site ensuring all buildings and premises are fit for purpose.

**In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**Main Duties**

Working across several site to support and assist the site management team with:-

* Repairs and maintenance of all school buildings and premises, ensuring they are maintained to the highest standards.
* Ensuring the safety and security of the school site(s).
* Ensuring that the school grounds are maintained to the highest standards.

**Operational Tasks**

* Work with the site team to ensure the site is kept operational and in excellent order.
* Carry out various policies and procedures associated with the operation of the site. Specifically, those relating to: maintenance and repair; security and access; letting of school premises; and health and safety; etc.
* Carry out improvement work as instructed by the Site/Deputy Site Manager during the school term and school closure periods.
* Under the direction of the Site/Deputy Site Manager ensure that all plant on a day to day process is operational and ensure that repairs are promptly carried out as instructed by them.
* Carry out minor repairs and maintenance tasks, reporting in accordance with agreed procedures.
* Carry out porter duties as required.
* As and when required, drive the school minibus.
* Contribute to the cleaning of the site as required to maintain the highest standards of cleanliness
* At times of adverse weather do all possible to keep the site functioning normally, liaise promptly with the Site/Deputy Site Manager &/or Senior Leadership if problems arise which may disrupt normal working.
* Maintain accurate records of any work carried out as directed.

**Safety and Security**

* As directed, carry out day to day security checks of the school site(s) and report findings as directed
* Check the site(s) during normal routines for any Health and Safety issues and respond to reported incidents. Take prompt corrective action where necessary liaise with the school’s Health & Safety Officer in the absence of the Site/Deputy Site Manager.
* Follow all Fire Safety, Water Safety and other procedures required to legally operate the site(s).
* Follow all risk assessments taking any immediate corrective actions to maintain safety

**General**

* To promote and implement the MAT Equality Policy in all aspects of employment and service delivery.
* To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trust’s policies and procedures.
* The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

**The Assistant Caretaker will also be expected to carry out other instructions given by the Head teacher or person authorised by her, in order to ensure the effective running of the school.**

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| This job description may be amended at any time by the Head teacher |