



Site Assistant/Caretaker

JOB DESCRIPTION

Job Title:	Site Assistant	Grade:	C
Reports To:	Site Manager	Leads & Manages:	
Role Profile:	Caretaker	Number	02137
Working Hours:	Various to include early mornings and evenings; along with some weekend working paid as overtime		

Aim and Main Purpose of the Job:

To work under the direction of the Site Manager to be responsible for the general maintenance, cleanliness and security of the school and to maintain premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.

Key Tasks and Accountabilities:

- To be responsible for security and arrange access to the site for contractors and other authorised persons at all responsible times as directed by the Site Manager.
- To be responsible for the daily cleaning of designated areas of the School in accordance with the specifications contained within the cleaning contract.
- To assist with the monitoring of cleaning standards and reporting any problems to the Site Manager. May also include some emergency cleaning.
- To detect and report building defects to the Site Manager and to report defects to the county or term contractors as necessary.
- To carry out minor maintenance and repairs to the building, furniture and equipment subject to the Site Assistant's abilities and training.
- To assist with the movement of furniture and equipment within the site and distribution of items delivered to the School as directed by the Site Manager.
- To undertake any necessary action as directed by the Site Manager with regard to bad weather or emergency.
- To ensure the supply of soap, toilet rolls and paper towels and such other items to cleaners as required.
- Under the general guidance of the Site Manager to carry out minor internal improvements to the buildings.
- In co-operation with other site staff to ensure that the grounds and hard areas are maintained including removing litter.

- To open up and lock the premises for outside users of the School and assisting hirers of the School in all respects, when on their shift, as decided by the Site Manager.
- To assist with the monitoring of the grounds maintenance contractors as directed by the Site Manager and liaise with the grounds maintenance contractors over any special tasks.
- To maintain security of the premises together with its contents, attend Intruder Alarms when necessary.
- In the absence of the Site Manager to ensure all paperwork is properly filed and recorded.
- To be willing to undertake any relevant training ie manual handling, working at height etc
- Any other duties as required by the Site Manager or SLT staff.

GENERAL INFORMATION

Equality of Opportunity	<ul style="list-style-type: none"> • To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To Contribute as an Effective and Collaborative Member of the School Team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the business plans. • Attend meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
General Policies & Procedures	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person. • Awareness of responsibilities of the governing bodies.

Signature _____

Date _____

Site Assistant/Caretaker
PERSONNEL SPECIFICATION

Qualifications	Essential	Desirable
GCSE English & Mathematics Level 2 (or equivalent qualification)	✓	

Knowledge, Skills and Abilities	Essential	Desirable
Physically able to operate heavy duty cleaning equipment and lift heavy objects.	✓	
Skilled in routine maintenance activities; including DIY, decorating, building maintenance, gardening	✓	
Awareness of Health & Safety, cleaning and hygiene requirements	✓	
Able to use machinery		✓
Ability to undertake preventative measures involving maintenance activities	✓	
Good problem solving skills	✓	

Personal Qualities	Essential	Desirable
Enthusiasm	✓	
Able to use own initiative	✓	
Willingness to work with flexibility	✓	
Ability to work well with others	✓	
Reliable, trustworthy and honest	✓	