PEAK EDGE
ACADEMY TRUST

JOB DESCRIPTION

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL	**WHARNCLIFFE SIDE PRIMARY SCHOOL**
POST TITLE	**ASSISTANT CARETAKER**
ROLE PROFILE	**EO2A**
JOB NUMBER	**ToolkitJD-9d**
GRADE	**3 (inclusive of JWCs)**
RESPONSIBLE TO	**BUILDINGS OFFICER**
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	**TO PROVIDE A SERVICE TO THE SITE CONSISTING OF SECURITY OF PREMISES, LIGHTING, HEATING, CLEANING, MAINTENANCE AND OPERATION OF PLANT, PORTERAGE AND HANDY PERSON DUTIES, TO PROVIDE AN EFFICIENT SUPPORT SERVICE TO THE SITE USERS AND COMMUNITY GROUPS**
RELEVANT QUALIFICATIONS	

JOB DESCRIPTION FOR POST OF:- ASSISTANT CARETAKER

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Specific Responsibilities will include:

Security of Premises

1. Lock / unlock doors, gates, and visual inspection of rooms for damage and break-ins.

2. Liaise with emergency services (e.g. Police, fire Brigade) in cases of break-ins, fires etc.

3. Switch on / off intruder alarms, internal and external lights as necessary.

4. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidence to Headteacher and / or Premises Section.

5. Check operation office alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.

6. Maintain high level of security in rooms/ areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/ circuit breakers)

7. Make safe gas, water and electric isolators (fuse boards / circuit breakers).

Cleaning Tasks

1. Ensure caretaking equipment is clean, safe to use and correctly stored.

2. Basic maintenance of caretaking equipment in accordance with manufacturers instruction. Report faults to Building Officer.

3. Transport refuse to bin/ skip areas from agreed collection points.

4. To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.

5. Mop up and remove spillage, floods, vomit and obnoxious waste in line with agreed procedures.

6. Inspect after workmen (report any major problems to Building Officer) or bring room(s) up to required standard.

7. Responsible for the periodic stripping and resealing of hard surfacing floors.

8. Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti. Remove all litter and leaves from the hard/ soft ground areas related to the site.

9. Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.

10. To clean high/ walls/ internal windows.

General Duties

1. To impart special skills and knowledge to colleagues as appropriate.

2. Carry out porterage duties as required including receipt of goods and supplies.

3. Maintain close working relationships with Building Officer, staff and liaise with the establishment users as necessary.

4. Regularly check, unblock, and clean drains, manholes and gullies.

5. Set out/ put away furniture and equipment for functions, meetings.

6. Arrange temporary signs in car parks and buildings as necessary.

7. Deal with lost property in accordance with agreed procedures.

8. School milk to be taken to agreed distribution points and empties to be returned to a central collection point.

9. Remove weeds from paths, steps and playground / yard edges.

Administration

1. Develop and maintain suitable information systems appropriate to the post and needs of the site.

2. Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.

3. Collect or buy goods as required for the efficient completion of any caretaking or, maintenance job.

4. Certification, completion of necessary time sheets, letting sheets, sickness/ absence records/ holiday records and events diary.

5. Ensure adequate provision of materials and equipment, including issue paper towels, toilet rolls, soap etc. Maintain effective stock control.

6. To monitor all energy and water services usage and to be aware of the spending under these budget headings.

7. Inform Building Officer of requirement for equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to job of caretaking and cleaning.

8. Accompany clerical staff with internal transfer of cash. Pay into bank school cash as required.

9. Assistant caretaker to provide sickness/ absence cover for the Building Officer where applicable.

Maintenance

1. To monitor all contractors personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/ off site as necessary.

2. Maintain and refer to the Log Book for maintenance jobs to be undertaken.

3. To identify and report any repairs, maintenance or replacement that require rectification.

4. Initiate work orders for repair and liaise with staff from other departments and outside contractors.

5. To carry out basic maintenance work following appropriate training.

6. To ensure that arrangements for maintenance, minor repairs and modifications are effected as quickly as possible.

7. To install, maintain or repair jobs of a nature relative to the fabric, fixtures and fittings of the building, equipment and furniture.
i.e. General maintenance of building:-

Plumbing	i.e. leaking taps
Joinery	i.e. boarding up broken windows
Painting/ Decorating	
Plastering to small areas.	
Reglazing to ground floor level.	
Electrical	i.e. make safe broken light switch/ sockets/ plugs
	Tape over and isolate, turn off gas supply. Report repair at earliest opportunity.
Gas	Leaks etc. isolate, turn off gas supply. Report repair at earliest opportunity.

Others as necessary within the capabilities of the post holder.

8. Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.

9. Fuse boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.
DO NOT CARRY OUT REPAIRS TO FUSE BOARDS.

1. Ensure power supply is switched off when working on any appliance.

2. Minor electrical repairs to be carried out by competent person unless appropriate training has been received.

3. If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity.

THE ABOVE RELATES TO EDUCATION/SCHOOL PROPERTY ONLY

BOILER ROOM/ ENERGY CONSERVATION/ HEATING SYSTEMS

1. Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.

2. Ensure boiler room heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.

3. Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.

4. Daily check of water temperatures and calorifiers.

5. Daily check of boiler temperatures and shut down procedures.

6. Clean out boiler houses/ rooms and gas warm air heating cupboards. Clean filters to all fan convector heaters at least once per year.

7. Switch on/off electric fans and portable/fixed gas heaters.

8. Regularly switch over pumps (e.g. weekly).

9. Check and maintain boilers, update maintenance repair book.

10. Check/ reset programmes/timers as necessary to take into seasonal variations and heating requirements.

11. Ensure all boiler houses and tank rooms are secured at all times when authorised personnel requires access/ egress as necessary.

12. Regular visual checks of sump pumps and test operation of the pump. Remove any debris/ blockage from sump (monthly).

Additional specific duties.

Gas Fired Systems

1. Re-light pilot as necessary.

2. Check boilers are not 'locked out'. Re-light boilers if possible. Report any faults as necessary.

Oil Fired System

1. Check fuel stocks using appropriate equipment/ system. Recorder when necessary.

2. To be in attendance during, and assist with oil deliveries, ensuring appropriate safety precautions are taken to minimise risk of spillage.

3. Check operation of ‘fill guard’ systems where fitted. Ensure system is switched on for deliveries.

4. Switch of sump switch during fuel delivery. Ensure pump is switched on when delivery is completed.

5. Check and authorise delivery note, for quantities of fuel delivered.

6. Remove any spillages after oil deliveries.

7. Check and clean out ‘bunded’ wall areas on a regular basis (monthly)

8. Drain off water from tank (monthly) using drain valve.

9. Clean photo electric cell or ‘magic eyes’ regularly.

10. Check and test operation of fuel shut off valves and fusible links – reset after test. Oil and clean pulleys and wire regularly (twice yearly).

11. Clean out flues where accessible.

12. Visually check burning of heating systems. Report any faults.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Peak Edge’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: September 2021