



**Part Time Assistant Caretaker**  
**Granta School, Job Description & Person Specification**

**Title:** Assistant Caretaker

**Responsible to:** Facilities Manager

**Grade:** Scale 3

**Hours of Work:** 20 hrs per week, 52 weeks a year

Term time 5.00pm – 9pm

School holidays (shifts) Daytime shift: 1pm - 5pm

Late shift: 3.30pm - 7.30pm

**Job Purpose:** To assist the Facilities Manager in providing general caretaking duties involving security, portorage, cleaning and maintenance tasks to support the smooth running of the main school site in Linton and the smaller 6<sup>th</sup> form site in Abington.

**Key Responsibilities:**

- General security of premises, including locking/unlocking of buildings and rooms and maintenance of fire and safety equipment
- Supervision of contractors and general public on school sites; to include requesting unauthorised users to leave the site and providing access to the buildings and grounds at all reasonable times for authorised persons
- Porterage, including moving furniture and general goods and equipment
- Cleaning tasks, including collection of litter and refuse
- Minor buildings maintenance tasks as necessary
- Supervision of cleaning staff as appropriate
- To work in line with Health and Safety procedures and to report any unsafe conditions
- To attend training events and meetings as required

**Daily Tasks:**

- Unlock all external doors and lock at the end of the day. Lock all stores and padlocked gate at the end of the day and ensure that all windows etc. are shut.
- Check that all lights in classrooms, corridors, toilets, external areas and storerooms etc. are in working order each afternoon/evening, replacing any bulbs/fuses found not to be working.
- Check boiler daily and ensure that everything is in working order, and that heat is supplied when necessary.
- Ensure on a daily basis that sufficient supplies of soap, paper towels and toilet paper are in both student and staff toilets.
- Ensure classroom resources are topped up as requested, including cleaning wipes & PPE
- Daily cleaning of school Hive site



### **Caretaking, Maintenance and Repair Work:**

- Carry out minor repairs and bring to the attention of the Headteacher or office staff any repairs or items requiring attention or that is too large or complex to be dealt with by the post holder.
- Carry out various minor works around the school where necessary e.g. replacing washers.
- Erect shelves and effect minor repairs to furniture and fittings.
- Carry out minor painting repairs and decorating projects.
- Record dates of repairs and services carried out at the school.
- To make regular checks that all sanitary fittings are in working order and reporting any malfunction to the office.
- Make a regular check of electrical sockets and electrical appliances to ensure that they are in working order and comply with safety standards e.g. no exposed wiring.
- Weekly checks of all fire fighting equipment and fire alarm call points.
- Weekly flushing out of all rarely used outlets.
- Daily and weekly checks of playground and external play equipment.
- Make a regular check of time clocks to ensure that they remain set appropriate to temperatures and daylight hours.
- Re-adjusting clocks regularly to ensure synchronicity, especially after power cuts and when clocks go back, replacing batteries etc.
- Ensure Interactive Whiteboards and projectors can function effectively – checking after power cuts, cleaning filters of dust, realigning projectors as necessary.
- To assist in carrying out the regular health and safety checks in accordance with the school's health and safety policy.

### **Grounds Maintenance (in conjunction with contractors)**

- Clear leaves and litter from all paths.
- Sweep/hose down muddy paths.
- Cut back any shrubs which overhang the paths that have not been dealt with by contractors.
- Clear weeds growing on paths, playground, entrance and car park.
- Sweep out under canopy and covered entrance.
- Brush and wash down external plastic doors and window walling.
- Walk the perimeter fence and check and clear litter.
- Clear paths and playground of snow and ice, leaves, animal droppings and mud following games lessons – insurance liability.
- Check gullies, guttering and surface water drains are free from leaves and functioning efficiently.
- Ensure the roof is clear of leaves and debris so that water does not build up causing a risk of leaking.
- To ensure that paths, play areas, parking areas and porches are kept tidy.
- Ensure outside waste bins are emptied regularly.



### **Cleaning – Daily/Weekly**

- Ensure cleaners' daily and weekly tasks are completed to a satisfactory standard.
- Ensure all waste bins and recycling bins are emptied regularly, including outside bins.
- Check sinks, toilets and surrounds are cleaned to a satisfactory standard.
- Clean other areas as directed that are not in the cleaning contract or in the absence of the cleaner for any reason.

### **Cleaning - Half Termly**

- Clean, dust and polish surfaces in hall and sweep/mop hall floor regularly.
- Move all mobile furniture and ensure clean.
- Dust all skirting boards.
- Clean out all waste bins.
- Beat shake all mats and vacuum mat wells.
- Wash and polish floors with special cleaner.
- Termly minibus cleaning

### **Cleaning – Annually**

- Clean all chairs (end of summer term).
- Thorough clean of all buildings.
- Clean light fittings.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.



## Person Specification – Caretaker

Experience	<ul style="list-style-type: none"> <li>• Cleaning work</li> <li>• Maintaining buildings and equipment</li> <li>• Use of cleaning and maintenance equipment</li> <li>• Following Health and Safety guidelines</li> <li>• Desirable to have worked within an educational environment</li> <li>• Relevant DIY and maintenance skills</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Basic general education – numerate and literate</li> <li>• Good basic IT skills</li> <li>• Desirable to have Health and Safety, COSHH, ladders and manual handling training</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• An understanding of Health &amp; Safety regulations and procedures</li> <li>• Use practical skills to improve the site and buildings - undertake a range of handyman duties as directed by the Premises Manager, Headteacher and Business Manager to contribute to the maintenance of the school premises, and its furnishings, e.g. Remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards etc</li> <li>• Work alone when required, showing good self motivation</li> <li>• Motivate others within the cleaning team through example and enthusiasm</li> <li>• Deal with emergencies and problems in a positive and systematic manner</li> <li>• Manage and maintain resources</li> <li>• To have an understanding of the structure and operation of a school</li> <li>• Safe working procedures with regard to chemicals, plant and machinery</li> <li>• Flexible with working hours and well organised</li> <li>• To have the willingness to attend relevant training as and when required</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Integrity with high professional and personal standards</li> <li>• Ability to influence others by presentation of ideas and to accept from others good ideas</li> <li>• Resilience and able to handle challenging/difficult situations</li> <li>• Ability to be well organised, self-motivated and a reliable, effective member of the team</li> <li>• An enthusiasm for involvement with pupils, staff, parents and carers, governors and the community</li> </ul>