

JOB DESCRIPTION

SCHOOL Oakwood Primary Academy

JOB TITLE Assistant Caretaker
Cleaner

SSG Grade 2

RESPONSIBLE TO Site Manager / Headteacher

MAIN PURPOSE OF THE JOB To provide, in support of the Site Manager /School Finance Manager, an effective caretaking and cleaning service for the school. To provide guidance and support to cleaning staff.

Main Functions

1. Maintain building cleaning standards in accordance with the school specification.
2. Be responsible for the routine and emergency opening and closing of school premises and grounds as required. Assist the Site Manager where appropriate in enabling access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds in accordance with the school's procedures when required.
4. Report to Site Manager/School Business Manager/Headteacher in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Carry out necessary duties where alarm systems are installed.
6. Assist with enquiries from officers and employees of the Trust, workmen and contractors, and report to the Site Manager/School Business Manager. Direct workmen and contractors to the site of repair and maintenance work when required.
7. Notify the Site Manager/Business Manager of the necessity for any repairs of maintenance including those which are outside the normal caretaking duties.
8. To undertake general repairs and maintenance, with the approval of the Site Manager, in order to ensure the continuous smooth operation of the school buildings and equipment

9. Clean outside hard areas daily e.g. playground, paths and entrances, collect all litter and convey to nominated collection point. Clean gullies and drains at surface level when required.
10. Take out of use caretaking/cleaning equipment known to be faulty and report the need for repair.
11. Operate heating and hot water supply plant in accordance with the school Operations manual and carry out frost precaution procedures if requested by the Site Manager/Headteacher.
12. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
13. Accept delivery of stores, materials and other goods and convey to appropriate storage areas when required.
14. Move furniture and equipment as required.
15. Carry out cleaning in specified areas as allocated by the Site Manager/School Business Manager including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism.
16. During school closure periods undertake floor treatment work, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with the Site Manager
17. Replenish consumable items i.e. soap, towels, toilet paper etc as required throughout the school.
18. Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.
19. Support the recruitment, supervision and train cleaners as required by the Site Manager

**Assistant Caretaker / Cleaner
Person Specification**

<p>Qualification/Experience</p> <p>Caretaking/Security & Cleaning</p>	<p>Essential Criteria</p> <p>A minimum of 2 years experience in a similar post completing caretaker/security responsibilities</p> <ul style="list-style-type: none"> • Knowledge and use of moving and handling procedures including for heavy objects • Ability to work as part of a team • Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff • Ability to work to deadlines • Ability to work on own initiative and to take direction from the Site Manager • Ability to undertake general building maintenance • Ability to demonstrate a practical approach to problem solving • Ability to communicate well with adults and students • Ability to respond calmly to emergencies • Ability to be flexible with regards to the hours of the working day (with regards to access to the building) • Willingness to undertake induction training • Willingness to participate in ongoing training relating to the role • Willingness to gain first aid certificate (if applicable) <p>Desirable criteria:</p> <ul style="list-style-type: none"> • a relevant and recent Health & Safety qualification (e.g. Asbestos/ Ladder Safety / Fire Warden etc) • first aid qualification
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This list is not exhaustive and is subject to change to meet the needs of the Academy's development plans.

