



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Assistant Caretaker

SCHOOL:

LOCATION:

GRADE: Single Status 2

RESPONSIBLE TO: Caretaker

Purpose of the Role:

To provide, in support of the caretaker/headteacher, an effective caretaking and cleaning service for the school.

Key tasks:

1. Maintain building cleaning standards in accordance with the County Cleaning specification.
2. Be responsible for the routine and emergency opening and closing of school premises and grounds when required. Assist the caretaker 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 East Sussex County Council policy when required.
4. Report to caretaker/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 LEA, workmen and contractors, and report to the caretaker/headteacher. Direct workmen and contractors to the site of repair and maintenance work when required.
7. Notify the caretaker/headteacher of the necessity for any repairs of maintenance including those which are outside the normal caretaking duties.
8. Clean outside hard areas three times per week eg playground, paths and entrances, collect all litter and convey to nominated collection point. Clean gullies and drains at surface level when required.
9. Take out of use caretaking/cleaning equipment known to be faulty and report the need for repair.

10. Operate heating and hot water supply plant in accordance with County Instructions and carry out frost precaution procedures if requested by the caretaker/headteacher.
11. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
12. Accept delivery of stores, materials and other goods and convey to appropriate storage areas when required.
13. Move furniture and equipment as required. (There is no provision for this task to include the wholesale placement and removal of chairs on a daily basis.)
14. Carry out cleaning in specified areas as allocated by the caretaker /headteacher, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism.
15. Maintain swimming pool, where appropriate
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 Area Supervisor/headteacher.
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.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

JOB TITLE: Assistant Caretaker

GRADE: Single Status 2

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to work effectively and supportively as a member of the school team
- Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to effect minor repairs
- Ability to demonstrate commitment to Equal Opportunities

Essential knowledge

These criteria will be assessed at the application and interview stage

- Some knowledge of the main Health & Safety Regulations, and how they apply in a school environment
- Knowledge of the building cleaning standards contained in the County Building Cleaning specification

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of undertaking a range of caretaking and cleaning duties
- Experience of keeping work records

Other essential criteria

These criteria will be assessed at the application and interview stage

- Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters

Date (drawn up): November 2009

Name of Officer(s) drawing up person specifications: JM

Job Evaluation Reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	No
Working with children/vulnerable adults	No
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	Yes
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	Yes
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	No