

Role Profile: Assistant Caretaker

Purpose

To support the site maintenance team in all routine day to day activities in a busy school environment as part of a team of site professionals.

Key Accountabilities

- Be responsible for own and others health & safety
- Contribute to a safe working environment for pupils, visitors and colleagues
- Wear appropriate issued clothing and use any relevant PPE
- Undertake minor building maintenance tasks when trained and competent to do so or under direct supervision of a competent person.
- Assist with the day to day running of a busy school site including furniture moving, general cleaning and other duties as directed
- Involves outdoor working and grounds maintenance duties
- Comply with all site health & Safety policies and procedures
- Compliance with site security procedures occasional emergency response out of hours
- Car park supervision as and when required
- Take deliveries
- Porterage
- Completion of building related checks and keeping of records
- Driving duties as qualified to do so
- Any other duties as deemed appropriate to the grade

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

| | Essential | Desirable |
|----------------|---|--|
| Qualifications | <ul style="list-style-type: none">• To hold current driving licence | <ul style="list-style-type: none">• General standard of education |
| Skills | <ul style="list-style-type: none">• Able to follow written instruction and work on own initiative• Be of a responsible and diligent nature• Ability to work without supervision and follow instruction• Ability to work without supervision and follow instruction | <ul style="list-style-type: none">• General handy man skills |
| Experience | <ul style="list-style-type: none">• To have worked as part of a team | <ul style="list-style-type: none">• Experience in facility operation |

Key Stakeholders:

Internal – Site Manager, Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

External – Parents, and other external agencies as required

Signed: **Name (print):**

Date: