

**KING EDWARD VI GRAMMAR SCHOOL
ASSISTANT CARETAKER / CLEANER**

JOB DESCRIPTION	
JOB TITLE: ASSISTANT CARETAKER / CLEANER (Part Time)	
GRADE: SCP GRADE 6 – 9 £6995.32 to £7149.36	HOURS/WEEKS: 18.75 hours per week (3.75hrs per day) for 39 wks per year
REPORTS TO: Facilities Manager	
1.	PURPOSE OF JOB: To be responsible for the cleanliness of the school buildings and grounds, emptying bins, ensure all toilet facilities are replenished daily and to assist the Caretakers to undertake general daily routine tasks e.g. deliveries, general maintenance (including some painting) of the School, its contents and grounds.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	To ensure that all of the school buildings, furnishings and signage are cleaned in accordance with the school cleaning specification and required methods.
ii.	To ensure that all toilets, showers and changing rooms are cleaned, regularly inspected and adequately stocked with consumables at all times.
iii.	To ensure the safe storage of cleaning equipment taking account of specific regulations (e.g. COSHH) and other consumables.
iv.	To store cleaning equipment and materials in a safe place and ensure cleaning equipment is maintained and fit for use.
v.	To report to the Caretakers any problems relating to cleaning equipment and materials and faults/repairs identified around the school site and buildings.
vi.	To ensure that all hard surface areas, playing fields, paths and driveways remain free from litter.
vii.	To ensure that all litter bins are maintained and are emptied each day and that all school rubbish is collected and stored in the designated area.
viii.	To carry out snow clearance of pathways and steps and salting/gritting of these areas during bad weather periods and complete appropriate log book.
ix.	To ensure that all hard surface areas, paths and driveways are free from debris /leaves and perform light gardening duties as required.
x.	To assist with all deliveries of stores, materials etc are efficiently dealt with including the secure storage and arranging for the goods to be transported wherever they may be needed within the school and despatching goods and materials as necessary.

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xi.	To carry out caretaking duties as directed by the Caretakers/Site Manager, e.g. Minor repairs to fabric of building and/or equipment and from time to time painting of classrooms and any other reasonable request.
xii.	To report promptly any damage to site property due to vandalism and liaise with the Caretakers/Site Manager to ensure that any damage is immediately rectified.
xiii.	To report any building repairs, general site maintenance issues and health and safety hazards to the Caretakers/Site Manager immediately.
xiv.	To ensure that all keys are safely secured.
xv.	To ensure that all deliveries to the school are received, signed for and promptly delivered to the recipient.
xvi.	To assist the Caretakers in performing day to day maintenance tasks as required and with the moving of furniture and general maintenance tasks, e.g. Painting during the school holiday periods.
xvii.	To carryout assigned health and safety statutory checks as instructed by the Caretakers/Facilities Manager e.g. PAT testing, emergency lights etc and ensure the associated records are accurately maintained.
xviii	To perform such other tasks as may be reasonably expected of the post of Assistant Caretaker and instructed by the Caretaker, Facilities Manager
3.	MANAGEMENT OF PEOPLE None
4.	CONTACTS AND RELATIONSHIPS Routine contact with staff and pupils within the School, delivery drivers, workmen, contractors and members of the public.
5.	CREATIVITY AND INNOVATION Little or no opportunity for creativity and innovation but the post holder maybe required to re-schedule work where/when necessary to fit in with the school working and day & to meet the needs of the school.
6.	DECISIONS
a.	Discretion – Limited opportunity for discretion as work is within clearly defined procedures, post holder is able to prioritise some tasks, for example order of cleaning and reschedule of daily duties.

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b.	<p>Consequences –</p> <p>Impact on the cleanliness within the school, which can be easily identified and quickly remedied</p>
7.	<p>RESOURCES:-</p> <p>Cleaning equipment, buffer, vacuum cleaner, cleaning materials, Step ladders etc</p>
8.	<p>WORK ENVIRONMENT</p>
a.	<p>Work Demands –</p> <p>Work may be carried out in different order but does not affect the programme of work.</p>
b.	<p>Physical Demands –</p> <p>Physical effort necessary to carry out cleaning role, bending, manual handling, pushing e.g. use of buffer, etc. Moving and lifting of equipment, furniture and deliveries.</p>
c.	<p>Working Conditions –</p> <p>Some lone working may be necessary. Possible exposure to human waste and/or bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.</p>
d.	<p>Work Context –</p> <p>Minimal risk, post holder will be working with cleaning chemicals and equipment, may have limited exposure to abuse/aggression from trespassers, children, parents and careers.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>Essential:</p> <ul style="list-style-type: none"> • Some experience of working in a similar role • Understanding of required cleaning standards • Ability to be able to operate cleaning equipment • Health and Safety awareness including safe working methods to be used in accordance with COSHH assessments for hazardous substances. • Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required • Ability to demonstrate and use initiative and foresight. • Basic mechanical awareness and practical skills. • Able to demonstrate a level of common sense in dealing with everyday tasks/occurrences • Capacity to embrace change

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	<ul style="list-style-type: none"> • Good standard of written English • Good level of personal fitness • Good inter-personal skills • Good organisational skills • Ability to identify and deliver excellent customer service • Ability to present appropriate image of the school to external parties • Ability to work flexibly as part of a team • Flexible attitude • Desirable: • Knowledge of working in a school environment • H & S qualification • Ability to demonstrate a level of basic IT/PC skills • Practical Basic DIY Skills.
10.	GENERAL
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>	
<p>The role of Assistant Caretaker has been identified as significant and business critical to the day to day running of the school and therefore holidays are not permitted to be taken during term-time. Therefore payment for your annual holiday entitlement is included in your annual salary calculation. However the school's standard procedure for leave of absence will apply. Some additional hours of working (for which overtime would be paid) may be necessary to undertake additional holiday deep cleaning.</p>	
<p>Equal Opportunities - The post holder is required to carry out the duties in accordance with School Equal Opportunities policies.</p>	
<p>Health and Safety - The post holder is required to carry out the duties in accordance with the Schools' Health and Safety policies and procedures.</p>	
<p>Confidentiality - Maintain confidentiality of information in line with policies and procedures. Any breach of confidentiality would automatically instigate disciplinary action in accordance with the school's disciplinary policy</p>	
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>	