

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Assistant Caretaker	Post No: GEN03	Grade: HC3
Organisational information: Responsible to: Caretaker Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: Cleaning staff (in the caretaker's absence) Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> Internal: External:		
Main Purpose of Job: Duties may include: • To carry out security related duties under the direction of the Head teacher. • To supervise, under the direction of the Caretaker, directly employed cleaners, in the Caretaker's absence. • To monitor the levels of supplies and equipment and report to the Caretaker. • To undertake the use and maintenance of plant, supplies and equipment as directed by the caretaker. • To act as key holder on occasions where the duties are delegated by the Caretaker/or as instructed by the Head teacher. • To operate the heating system as directed. • To operate any fire, burglar alarms as directed. • To report on any absences, and additional hours in respect of oneself and any cleaning staff to the Caretaker. • To undertake cleaning duties as specified in the School's Cleaning Establishment. • To undertake cleaning duties which occur during the school day • To launder dusters, tea towels etc., if required. • To immediately clear up any hazards to pupils and staff (i.e. spilt chemicals, broken		

glass).

- To undertake portage duties as required.
- To undertake lettings as agreed with the Caretaker.
- To undertake any relevant training.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety Regulations are carried out.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder

Main Responsibilities / Accountabilities

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

Other information:

- Disclosure type: enhanced

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION-SCHOOLS

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Job Title: Assistant Caretaker		Post No: GEN03	Grade: HC3
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*	
Experience			
Skills and Abilities <i>Including personal attributes</i>	The ability to carry out straightforward handyperson duties. An understanding and perception of the need for a high standard of cleanliness in schools. Possess a thorough approach to cleaning and the storage of cleaning materials. Good supervisory skills. The ability to work effectively with other cleaning staff and school managers. A good timekeeper. An awareness of health and safety issues, particularly regarding hazardous materials (COSHH – Control of hazardous substances). An attention to detail, particularly in relation to the security of the building(s).	Application Form, Interview	
Qualifications and Training <i>including professional qualifications</i>	Willingness to undertake appropriate training, as required.	Application form, Interview	

