

Queen Elizabeth's Grammar School

JOB DESCRIPTION



JOB DESCRIPTION	ASSISTANT CARETAKER
GRADE:	G3
REPORTS TO:	DIRECTOR OF FINANCE & RESOURCES
LINE MANAGER:	CARETAKER

1. **JOB PURPOSE:** To provide a caretaking and on-site cleaning service on behalf of the Governors and Headteacher.
2. **MAIN RESPONSIBILITIES, TASKS & DUTIES:**
 - a) To be a key holder for the school premises, help to ensure site security and provide for the opening up of school in a morning and the locking up of the school in the evenings.
 - b) To carry out caretaking duties as directed, including minor repairs to fabric of building and/or equipment.
 - c) To be responsible for the cleaning of a specified area as required.
 - d) To store cleaning equipment and materials in a safe place.
 - e) To report any problems relating to cleaning equipment and materials.
 - f) To deal with lettings, including those in the evenings and weekends by prior agreement and submit claims as appropriate.
 - g) To work with others, ensuring the school maintains a high standard of repair, cleanliness and is ready for use especially during periods of inclement or cold weather.
3. **MANAGEMENT AND SUPERVISION:**

To help oversee the work of the cleaning team under direction from the Caretaker.
4. **CREATIVITY AND INNOVATION:**

Little or no opportunity for creativity and innovation.
5. **CONTACTS AND RELATIONSHIPS:**

Routine contact with staff and pupils within the school, delivery drivers and workmen.
6. **DECISIONS:**
 - Working within clearly defined instructions/procedures.
 - a) Discretion - Little or no freedom to act outside of defined role.
 - b) Consequences - Issues would be quickly identified and quickly remedied.
7. **RESOURCES:**

Cleaning materials and equipment.
Will be required to be a key-holder for security purposes.

8. WORK ENVIRONMENT:

- a) Work demands- Limited changes in working practices.
- b) Physical demands - Physical effort necessary associated with working at heights, use of equipment, bending moving and handling, pushing for example use of buffing machine, moving chairs.
- c) Working conditions - Some lone working will be necessary. Possible exposure to human waste and/or other fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.
- d) Work context - Minimal risk, post holder will be working with cleaning chemicals and equipment, may be limited exposure to abuse/aggression from trespassers, children, parents and carers.

9. KNOWLEDGE AND SKILLS:

Have a clear understanding of the cleaning standards required by the school. The postholder must have understanding of Health and Safety. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.

10. GENERAL

Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder 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 postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with the school's Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the school's Health and Safety policies, procedures and risk assessments.