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**Job Description**

**Details of Post**

* Title: **Assistant Caretaker (Level 1a)**
* School/ Federation/Academy/Trust: **Oldbury Wells School, TrustEd Schools**
* Reporting to: **Business and Operations Manager**
* Main Workplace: **Oldbury Wells School**
* Grade and SCP: **Grade 3 (SCP 4)**

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

**Purpose of Post**

Under the direction/ instruction of the Senior Caretaker and/or Business and Operations Manager; assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

**Principal Duties and Responsibilities**

1. **Operational Tasks**

Security;

* Assist with lock / unlocking school buildings and areas.
* Assist with regular security checks.
* Operate alarm systems where appropriate.
* Assist with cover lettings.

Cleaning and maintenance;

* Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture.
* Assistance with operation of heating plant, cooling and lighting systems.
* Collect and assemble waste for collection.
* Undertake cleaning duties including graffiti removal, litter-picking.
* Undertake emergency cleaning duties
* Undertake routine ‘client’ tasks in connection with premises-related contractors, e.g. cleaning, grounds, maintenance.
* Provide emergency access to the school site.
* Undertake activities to maintain safe and clean external environment e.g. gritting.
* Assist with the maintenance of swimming pool and other specialist sports equipment following specialist training.

1. **Resources Tasks**

* Ensure the maintenance of a clean and orderly working environment.
* Timely & accurate preparation of routine equipment / resources / materials as set out in instructions.
* Undertake basic record keeping as directed.
* Refill and replace consumables e.g. soap & towels.
* Report faulty equipment & other maintenance requirements to appropriate person.
* Assist with maintaining the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches.
* Ensure lights and other equipment are switched off as appropriate.

1. **Organisational Tasks**

* Assist with the receipt, distribution, collection and despatch of goods.
* Assist and participate in the organisation and movement of furniture within the building.
* Assist with maintaining and arranging orderly and secure storage of supplies.
* Operate everyday equipment in accordance with instructions.

# Other Responsibilities

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.

1. **Safeguarding**

* Be aware of and comply with safeguarding responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

1. **Data Protection and other statutory responsibilities**

* Be aware of and comply with data protection responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

1. **Other Duties**

* Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

1. **Review and Signatures**

* This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.