

Job Description

Job Information <i>All information to be as shown on organisation chart.</i>		
Job Title: Assistant Caretaker School: Fairfield High School	Post No: ACT1	Grade: Equivalent to HC3
Responsible to: Site Manager Responsible for: Cleaning staff (in the Site Manager's absence)		
Main Purpose of Job: <ul style="list-style-type: none"> ▪ To assist the Site Manager in ensuring a clean, safe environment in school. ▪ To assist the Site Manager in maintaining a high level of security at the school. 		
Main Duties and Responsibilities: <i>Duties may include:</i> <ul style="list-style-type: none"> • To carry out security related duties under the direction of the Head teacher or Site Manager. • To supervise, under the direction of the Site Manager, directly employed cleaners, in the Site Manager's absence. • To monitor the levels of supplies and equipment and report to the Site Manager. • To undertake the use and maintenance of plant, supplies and equipment as directed by the Site Manager. • To act as key holder on occasions where the duties are delegated by the Site Manager/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 Site Manager. • To undertake cleaning duties as specified in the School's Cleaning Establishment. • To undertake cleaning duties which occur during the school day. • To empty the rubbish bins regularly as required. • To immediately clear up any hazards to pupils and staff (i.e. spilt chemicals, broken glass). • To undertake portorage duties as required. • To assist with animal care as required. • To undertake lettings as agreed with the Site Manager. • 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. 		
<i>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</i>		

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Date Job Description reviewed:

February 2018

Job Holder Name:

Headteacher Name:

Job Holder Signature:

Headteacher Signature:

Date:

Date: