



## Support Staff Job Description and Person Specification

<b>TITLE:</b>	<b>Assistant Caretaker / Cleaner</b>
<b>Working arrangements:</b>	<b>25 hours per week (Evening work) / Permanent</b>
<b>Location:</b>	<b>Sybil Andrews Academy</b>
<b>Grade / Scale point:</b>	<b>£15,807 per annum pro rata</b>
<b>Responsible to:</b>	<b>Headteacher (with guidance from Trust Site &amp; Premises team)</b>
<b>Date:</b>	<b>ASAP</b>

### INTRODUCTION

All our schools must embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### JOB PURPOSE

Under the direction Headteacher (with guidance from the Trust Site & Premises team), the post holder is responsible for assisting with the maintenance, development and operation of the school buildings facilities and site services

### KEY TASKS AND RESPONSIBILITIES

#### Security

Provide back-up and deputise for the Caretaker when required to:

- a) Ensure premises are locked/unlocked and secure.
- b) Set alarms.
- c) Ensure lights are turned off and windows are closed.
- d) Ensure fire doors are operational and test alarms.

May be required to be on call in the event of emergencies.

#### Site Maintenance and Development

- a) Undertake routine building and site maintenance work as required.
- b) Assist with work to develop the school site and premises.
- c) Liaise as necessary with school staff, contractors and the Trust Site & Premises team when other works are required or being undertaken on site.
- d) Assist with work involved in refurbishment programmes e.g. decorating, assembly and fitting of shelves, cupboards etc.
- e) Ensure all outside areas are maintained, including drains, and hard areas.



## **Caretaking**

- a) Porterage and transportation of equipment, furniture and materials.
- b) Ordering of goods and supplies.
- c) Energy conservation.
- d) Ensure health and safety regulations are adhered to, reporting any shortcomings to the Headteacher (or designated member of the Trust Site & Premises team).

## **Cleaning**

- a) General cleaning duties as directed and to specification.
- b) Keep outdoor areas and paths clean and litter free as directed.
- c) Undertake cleaning and maintenance during school closures in accordance with specification.

## **SAFEGUARDING**

- a) Samuel Ward Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times.
- b) The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested [insert line manager] or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.



## PERSON SPECIFICATION

**TITLE:** Assistant Caretaker / Cleaner

**GRADE / SCALE POINT** Grade 2

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Knowledge:</b>		
Technical or specialist	Broad knowledge of DIY equipment and straightforward repairs.	Knowledge of industrial cleaning products and the relevant health and safety guidelines.
	Experience of allocating work.	Painting and basic carpentry.
	Experience of caretaking/cleaning.	Knowledge of security systems/alarms.
Literacy and numeracy	Ability to read and record written information e.g. meter readings, ordering supplies, etc.	
Organisational		Knowledge of health and safety policies and procedures, e.g. manual handling.
		Knowledge of security and safety policies and procedures.
		Knowledge of cleaning standards.
Knowledge & use of equipment		Knowledge of DIY/ gardening equipment.

### Mental Skills:

Research

Be aware of impact of differences when monitoring energy consumption.

Ensure health and safety checks are carried out and records maintained.

**Criteria**

**Essential to basic performance of job**

**Required for fully competent performance of job**

Problem solving

Ability to deal with routine problems using own initiative (within clear guidelines) or refer to line manager.

Thinking creatively /  
Developing new ideas

Identifying areas of improvement within the site and contributing to changes in working practice.

Planning ahead

Short/ medium term planning for materials, workload and equipment checks.

### Interpersonal & Communications Skills:

Training and / or presentation skills

Provides training/ demonstrations to cleaning staff.

Advising / guiding skills

Monitoring/checking of standards for cleaning staff

Advises Headteacher/line manager on maintenance and repair work.

Verbal and written communications skills

Keep up to date written records, e.g. fire inspections etc.



SAMUEL WARD  
ACADEMY TRUST  
(including use of  
languages)



Ability to communicate clearly  
at all levels with internal  
and external personnel.

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Physical skills:</b>		
Keyboard skills / use of mouse		Basic keyboard /mouse skills.
Other manual skills	Hand /eye co-ordination needed to undertake DIY tasks.	
<b>Other attributes:</b>		
Level of autonomy	<p>The majority of work is covered by guidelines and procedures.</p> <p>The post holder will be required to make day to day decisions about own work and work allocated to others.</p>	