

FORT ROYAL COMMUNITY PRIMARY SCHOOL
JOB DESCRIPTION: ASSISTANT CARETAKER/DRIVER

POST TITLE: ASSISTANT CARETAKER

HOURS: 07.30-09.30 Monday to Friday (Plus cover for holidays and absence as required)

SALARY GRADE: Scale 3, £18,795- £19,171 pro rata per hours worked

RESPONSIBLE TO: Site Manager , School Business Manager, Headteacher

PURPOSE OF THE JOB:

- To help maintain an attractive, welcoming, well cared for and clean school.
- To ensure that a clean, properly lighted and heated, safe environment is maintained, and to ensure that the welfare of staff and authorised school users is preserved.
- To ensure that a high level of security is maintained in order to protect the well being of students and staff and to safeguard the resources of the school.
- To monitor and contribute to the development and maintenance of the site and buildings and ensure the effective use of resources.
- To undertake routine safety checks of the school vehicles
- To undertake tasks in the absence of the Site Manager
- To open the school in the mornings ensuring that it is safe and operational at the start of the day.
- To work with colleagues to manage traffic and people entering and exiting the school site

MAIN DUTIES AND RESPONSIBILITIES:

SECURITY:

- To be responsible for the security of the premises and its contents in the absence of the Site Manager.
- To act as one of the key holders and attend call outs out of normal working hours if available in the absence of the Site Manager.
- To ensure the school is secured at the end of school activities and after lettings(if on these duties)

MAINTENANCE:

- To undertake basic, external and internal maintenance and repair work .
- To ensure that all paved and tarmac areas of the school are kept safe and tidy, and to ensure that salt/grit is used in icy conditions.
- To operate the heating, lighting and plumbing systems at the school.
- To act as contact point during and outside school hours in the absence of the Site Manager, and to liaise with contractors, Headteacher, Deputy Headteacher, Business Manager and Governors.

HEALTH AND SAFETY:

- To assist with basic Health and Safety checks throughout the school.
- To comply with the Health and Safety at Work Regulations, taking reasonable care for the health and safety of him/herself and others affected by his/her work, and to cooperate in ensuring that Health and Safety responsibilities are followed.
- To ensure that contractors have effective systems in place to ensure that the health and safety of themselves, their employees and the staff and pupils and visitors of the school prior to the commencement of work on site.
- To assist the Site Manager in supervision of contractor's vehicles at the start and end of the school day.

DRIVING AND SCHOOL VEHICLE MAINTENANCE

- To drive the school vehicle to transport children going on educational activities.
- To undertake daily safety checks of all vehicles e.g. First Aid Box, Glass Hammer, Seat Belt Cutter.
- To ensure wheelchair tracking is kept clean
- To undertake weekly school vehicle checks in accordance with school procedures.

HYDROTHERAPY POOL

- To assist in the daily and weekly maintenance of the hydrotherapy pool, including testing of chemical levels

GENERAL:

- To undertake other tasks as required by the job

- To undertake necessary training as required.