

**School Name:** Acklam Grange School

**Post Title:** Assistant Caretaker

**Responsible to:** Executive Headteacher  
Headteacher  
Director of Corporate Services

### **JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST**

To assist the Site Team in providing efficient and effective caretaking support to the establishment ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

#### **The specific duties to include:**

- To work in partnership with the Site Manager and Caretaker in respect of caretaking, assisting them in the following duties.
- The security (including patrolling) of the premises.
- The lighting and heating of the premises.
- The 'spot' cleaning of the premises as required outside the cleaning contract time.
- Ensuring that all rubbish and broken furniture is removed as soon as possible.
- Ensuring that all hard playing areas and paths are free from debris and hazards, that all drains and gullies are free-flowing and that all outside areas, e.g. playgrounds, car parks, paths, etc are cleared or slated/gritted and safe in times of bad weather.
- Making regular inspections of the premises and drawing to the attention of the Site Manager any repairs and maintenance required, reporting these to the Site Admin Officer for recording as appropriate.
- Requesting unknown persons on site to furnish proof of identity; where appropriate, to prevent unauthorised parking on the school site.
- Carrying out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage, and in the furtherance of this duty be aware of the situation of the water and gas mains, stop cocks and main electrical fuse box.
- Responsible for making safe and/or removing broken glass and ensuring that if a fire extinguisher has been used, it is replaced or refilled.
- Repair and maintenance of premises and equipment within the competence of the assistant caretaker and satisfying health, safety and hygiene requirements under the direction of the Caretaker or Site Manager.
- Small decorating jobs as required within the competence of the assistant caretaker and satisfying health, safety and hygiene requirements under the direction of the Caretaker or Site Manager.
- Preparing the premises and site for school events such as assemblies and

examinations, after-school activities, e.g. parents consultation evenings, Celebration evenings, and other community events including evenings and those at weekends and ensuring that the premises/ site are prepared for normal school activities following the after-school event(s).

**Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.**