**WHEATLEY HILL COMMUNITY PRIMARY SCHOOL**

**Job Description: School Driver/Handyman Grade 1 (£18,065 pro rata)**

* To provide a driving service for the school vehicles / minibus on a daily basis, whilst maintaining valid appropriate licenses:
  + Ensuring appropriate vehicle safety checks are carried out according to schedules;
  + Ensuring vehicles are kept clean and tidy;
  + Ensuring vehicles are refueled as appropriate;
  + Ensuring maintenance and servicing is carried out according to manufacturer/lease company recommendations;
  + Ensuring compliance with Durham County Council and school health & safety guidance & risk assessments.
* To assist the school caretaker maintain the school grounds i.e. playing fields, surrounding areas, pathways, yard and gardens to a high standard of cleanliness, tidiness and health and safety:
  + To help maintain and prepare all playing surfaces, to ensure the areas are fit for purpose;
  + To help to develop the aesthetic appearance of the school site, undertaking minor gardening projects such as maintaining flower beds, etc;
  + To help with removal of litter and graffiti on a daily basis, ensuring the site is a safe environment;
  + To help ensure paths, access points and entrances are kept clean, free of litter and weeds and gritted or salted when applicable to ensure the environment is safe for use;
  + To carry out regular stock checks of consumables e.g. rock salt etc and report areas of re-supply needed.

* To work under direction of the existing caretaker to maintain the security of the premises, including acting as a key holder when required;
* To replenish consumables in washrooms and other areas, ensuring supplies do not run out and affect the running of the school and the safety of its users;
* To report as necessary to the appropriate member of staff, any matters which may affect the health and safety of persons on the site, to ensure appropriate action can be taken quickly and efficiently;
* To assist with minor repairs and general maintenance when required, including painting, joinery etc. to contribute to the overall upkeep of the premises to the required standards;
* To carry out any porterage duties such as moving furniture & resources as required to assist with the efficient running of the school;
* To attend any training courses relevant to the post;
* Ability to present oneself as a role model to pupils, dress, behaviour and attitude, development;
* To ensure staff are fully informed of incidents and accidents;
* To communicate effectively and appropriately with pupils, parents/carers and staff, maintaining a professional manner at all times.

The Post holder may undertake any other duties as directed by their line manager / Headteacher that may be varied from time to time to meet the changing demands of the school.

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the duties as set out.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedure and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.