

RICHMOND HOUSE SCHOOL
JOB DESCRIPTION
ASSISTANT CARETAKER/CLEANING SUPERVISOR

Job Title: Assistant Caretaker

Hours of work 1.30pm – 7.30pm (30 hours per week)
Monday to Friday

Reports to Caretaker

Duties to include:

- Key holder – opening/locking building, setting alarms and attending occasional call-outs when required. Provide access to the premises in the event of an emergency.
- Maintenance of building - some basic repairs, painting, plumbing, joinery work. Examples include:
 - Unblock sinks, replacing plugs, replacing worn tap washers, repair toilet cisterns, tighten / refix toilet furniture (seats, toilet roll holders etc)
 - Replacing light bulbs / starters / fuses / plugs
 - Minor repairs of furniture
 - Empty rubbish bins and sweeping playgrounds / yards
 - Painting, decorating and plastering
 - Make safe any flooring – secure carpets / lino, make safe any damaged or missing tiles / carpets

Note the range of duties would only include items where staff are appropriately trained with the correct tools, equipment and comply with all current and relevant Health & Safety legislation

- Assistance with all aspects of cleaning (toilets and toilet areas more than once a day, emergency cleaning due to accidents etc) throughout the school.
- Cleaning specific areas of school in the event of absence of a cleaner
- Driving minibus when required. Keeping bus clean inside and out. (Applicant must have clean driving licence). Regular driving for activities such as swimming.
- Overseeing and ensuring smooth running of core facilities such as heating, electrical, legionella, PAT testing, access equipment, fire and security systems. To arrange for regular maintenance and annual checks of all equipment in conjunction with Caretaker. To carry out any weekly or monthly testing of systems e.g. fire, emergency lighting etc
- Assist in organising and preparing school rooms for use – examples being assemblies, staff meetings, governors meetings, parent association events, parents' evenings and lunchtime dining.
- Preparation for school functions. This involves attending School or off site venues either during normal school day or on occasional weekends or weekday evenings.
- Assist in clearing school on 'snow days' to ensure paths and playgrounds safe for all to access school.

- Providing holiday cover for the Head Caretaker and Groundsman. This will include, but is not restricted to:
 - Operating tractor and grass cutting equipment
 - Maintaining pitches and line marking as appropriate
 - Liaising with third party field users
- Assist staff with simple tasks as requested
- Responsible for reporting any faults / issues / maintenance requirements to the Caretaker, for subsequent allocation of workload or to contact third parties.
- Any other duties of a reasonable nature requested by the Bursar, Caretaker or member of the SLT (senior leadership team)

Required attributes

- Excellent DIY skills
- Knowledge of H&S requirements
- Clean driving licence, with D1 category
- Reliable and trustworthy
- Honest and flexible
- Good interpersonal skills – able to work well with colleagues, communicate with pupils, staff and parents
- Enthusiastic
- Willing to learn new skills and assist in all associated caretaking duties
- Able to work under pressure
- Understand and uphold the requirement to safeguard and promote the welfare of children in day to day dealings with them

Desired attributes

- PAT testing knowledge
- Appropriate training in manual handling, legionella, fire warden