



Wise Owl Trust
Briscoe Lane Academy

Job Description

Assistant School Caretaker – Grade 3 (Points 4-6 £18,426 - £19,171 commencement at point 4)

Main Purpose of the job

To provide maintenance & security services on school sites & premises under the instruction/guidance of appropriate senior staff.

To manage cleaning and/or site staff and ensure cleaning is in accordance with specification.

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, including maintenance of specialist sports equipment following specialist training, where applicable.

To be a responsible key holder and ensure security of the premises, grounds and it's contents.

Main duties of the job

1. Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture.
2. To carry out general maintenance and repairs in the school, in accordance with the expectation of the Head Teacher, reporting any safety hazards/unsafe practices in and around the building.
3. To use all equipment in a safe manner, and assist in safety audits of the premises and contribute to relevant risk assessment activity.
4. To monitor stock levels and equipment and place orders with external suppliers.
5. To be responsible for maintaining records, information and data, (including electrical testing of portable electrical appliances) producing analysis and reports as required.
6. To produce a plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards.
7. To assist with School lettings and carry out associated clerical tasks.
8. To advise the Head Teacher on matters relating to energy control.
9. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.
10. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
11. To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
12. To undertake any other duties that are commensurate with the grade.
13. To reside in the on-site accommodation provided, where applicable.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.