

**Ironstone Academy Trust**  
Normanby Primary School

**Job Code A1567**  
**ASSISTANT CARETAKER - GRADE B+, Scale range 4-5**

<b>LEVEL 1</b>	<b>To work under the direct instruction of the Site Manager and/or Head Teacher, to undertake general Caretaking duties.</b>
<b>RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• To ensure the general security of the school's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Trust and Governing Body.</li><li>• To work alongside the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification.</li><li>• To carry out first line repairs and maintenance as instructed by the Site Manager</li><li>• To undertake general portage duties</li><li>• To ensure that the premises are open for use as and when required in accordance with the specifications of the Trust/Governing Body and securing the premises after use.</li></ul>	
<b>SECURITY ACCESS</b>	
<ul style="list-style-type: none"><li>• Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises).</li><li>• Regular checking of security devices/systems and setting of the alarm system where provided.</li><li>• Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc.</li><li>• Assist with fire drill practices (usually 1 per term)</li><li>• Monitoring the school's 'Traffic Management' Guidelines</li><li>• Requesting unknown persons on site to furnish proof of ID, further to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary</li></ul>	
<b>HEALTH AND SAFETY</b>	
<ul style="list-style-type: none"><li>• Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines).</li><li>• Ensuring that protective clothing is worn and that safe methods are adopted, and that Health and Safety rules are adhered to.</li><li>• To attend appropriate 'Health and Safety' training courses.</li><li>• Ensure that areas involved with 'sickness' are cleaned and disinfected</li><li>• Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position.</li></ul>	
<b>GENERAL MAINTENANCE</b>	
<ul style="list-style-type: none"><li>• Carry out repairs and maintenance which are not beyond the scope of a competent DIY person. Duties in connection with minor repairs and maintenance of furniture and building, e.g. painting.</li><li>• Reporting to the Site Manager or SBM/Head Teacher, any repairs and maintenance work required at the school which is beyond the competence of the Caretaking staff.</li><li>• To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary.</li></ul>	

- Liaising with the Site Manager/SBM for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc
- Carrying out specific procedure in the event of fire, flood, accident or major damage
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are cleaned in accordance with the school's window cleaning contract and completing appropriate certification documents.
- Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evening and at weekends and securing the premises after use. Where this involves overtime working, an appropriate payment will be made.

**PORTAGE**

- Moving furniture and equipment around the school premises, as requested and updating the 'Every' asset portal as necessary
- Taking delivery of grounds ordered by the school and storing if required.

**HEATING SYSTEMS**

- Reporting any failure of the heating plan promptly to the Site Manager and/ or Head Teacher/SBM and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school.
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition.
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Site Manager and/or SBM/Head Teacher/Governing Body.

**GROUNDS MAINTENANCE**

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the school premises litter free
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing.
- To cut all grassed areas surrounding school. Maintenance of grass cutting machines.

**OTHER DUTIES**

- Duties in connection with cleaning safe storage of design technology, computer and electrical equipment
- Carrying out any other duties, which may be reasonably allocated, from time to time, by the Site Manager and/or SBM/Head teacher, that are commensurate with the grade.

Employee signature: ..... Date: .....