

PRIMARY SECTOR

ASSISTANT SCHOOL CARETAKER

PSE GRADE B

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

1. To assist the Caretaker with site security and cleanliness, and that all facilities are in good working order.
2. To carry out the Caretaker duties in their absence, in the event of illness or annual leave, relevant acting up pay will be paid for one or more days.
3. To assist the caretaker of high quality support service to the school, which includes assisting the head teacher in maintaining a safe environment for staff, pupils and visitors to the school?
4. To assist with Fire Alarm tests and assist in emergency evacuation.
5. When main duties allow, assist the team in cleaning duties and cover cleaner's absence.
6. To assist with the maintenance of the swimming pool as per the agreed requirements.
7. To assist in the setting up of seating for meetings and exams.
8. To assist in small items of general maintenance as directed by Line Management.
9. It is essential to be sworn-in as a Special Constable in order to carry out the traffic control and security duties.
10. At the direction of the Headteacher/Caretaker set up of seating, displays or other material for meeting, exams and other events.
11. The post holder is required to liaise with parents, children, members of staff, suppliers and members of the public in an efficient responsible manner.
12. To adhere to the Education's Child Protection Policy guidelines.
13. The post holder must comply with any other relevant organisational policies.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

RESPONSIBLE TO:

The post holder will be responsible to the Headteacher.

HEALTH AND SAFETY:

1. To use equipment within Health and Safety regulations and report any faults to the Premises Manager.
2. Be responsible for own health and safety as well as colleagues.
3. To adhere to COSHH regulations on consumables and the use of protective clothing and equipment.
4. The post holder must comply with the Health and Safety, Alcohol and Smoking policies.

OTHER INFORMATION:

It is essential that the Assistant Caretaker has a willingness to work with students and is able to relate well to staff, both those under his/her supervision and others in the school. The Assistant Caretaker must be able to use their initiative and communicate well on all levels.

It is essential that the Assistant Caretaker is sworn-in as a Special Constable in order to carry out the traffic control and security duties, and the appointment will be made subject to a satisfactory criminal record check and health questionnaire. The possession of a criminal record will not necessarily debar a candidate from appointment, as the nature and relevance of the conviction(s) will be taken into account.

Conditions of employment are set out in the letter of employment and the Terms and Conditions of Employment under the States of Guernsey Public Service Employees' Joint Council. A copy of the Handbook is available for inspection at the Education Services, by arrangement with the Human Resources Officer.

TRAINING:

The postholder will be required to attend relevant courses as necessary.

KEY CRITERIA:

ESSENTIAL

1. Good verbal and written communication skills with proven ability to communicate with a wide range of individuals from varying backgrounds.
2. Experience of working as a committed team member with proven ability of being adaptable and flexible in the approach to varying workloads.

3. Experience of working in direct contact with the Public
4. Ability to meet the criteria to be a Special Constable
5. Good organisational skills and the ability to remain calm under pressure.
6. Flexible in working practices.
7. A level of fitness relevant to manual work.

DESIRABLE

8. Driving Licence.
9. Understanding of safe working practices and health and safety legislation.

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The States of Guernsey Education Services are committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.