



### Assistant Caretaker Job Description

Responsible to: Site Manager/Asst. Site Manager

#### JOB PURPOSE:

To provide a comprehensive support service including key holding, security and janitorial duties and assist in the general maintenance and cleaning of the School. To be responsible for the facilities in the absence of the other members of the Site Team.

#### KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work

At the discretion of the Headteacher/School Business Manager, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

#### PRINCIPAL ACCOUNTABILITIES

- To be responsible for the facilities in the absence of the other members of the Site Team.

#### Key holding and Security

- Carry out security procedures for grounds, premises and their contents. The routine and non-routine opening and closing of premises.
- Key holder responsibilities. Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergency situations.
- Carry out required duties in connection with after school activities.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.

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CEO of Trust: Mr Paul Smith

### Maintenance

- Check building for routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
- Undertake day-to-day maintenance duties, reporting to Site Manager any faults requiring specialist attention. Ensure replacement of light bulbs, tubes, diffusers as required.
- Perform minor repairs as required.
- Day to day refurbishment of painted areas.
- Ensures that access to fire exits and equipment are free from obstruction.

### Caretaking

- Ensure footpaths, car parks, shrubberies and paved areas are kept in a clean and tidy condition.
- Take delivery of, if appropriate store, cleaning materials and other goods. Carry out portering duties within the School.
- Clean storerooms and other designated areas of the building, identified through consultation with the Site Manager. Clean toilets during session times, as necessary. Periodically de-scale toilet furnishings and showerheads, surfaces and channels. Perform other emergency cleaning required due to accidents, illness, vandalism, building and equipment failure.
- Perform such other duties as reasonably corresponding to the general character of the post.
- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.
- Deal with enquiries from members of staff, contractors and members of the public.
- Be involved in extracurricular activities, e.g. school fetes etc.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any duties should not however substantially change the general character of the post.