



INFORMATION FOR CANDIDATES FOR THE POSITION OF ASSISTANT CARETAKER

JOB SUMMARY

To assist in providing a full on-site caretaking service.

SALARY

Salary range SCP 3 to 4 (£18,065 - £18,426)

REGULAR CONTACTS

Caretaking and cleaning colleagues, staff and students, visitors, delivery staff and contractors.

SUPERVISION RECEIVED

- To work within the general directions of the Principal, Business Manager and relevant Vice-Principals
- To work under the supervision of the caretaker

SUPERVISION EXERCISED

- No direct line management
- Some support work within a team to help co-ordinate a team's work and to share expertise

KEY TASKS

To assist in providing a full on-site caretaking service, carrying out the following duties on a rota basis as organised by/agreed with the caretaker and relevant senior staff:

1. To carry out all routine and non-routine opening, locking and security procedures for the College site and its users. To carry out the prescribed procedures in the event of fire, flood breaking and entering, accident or damage.
2. To assist in operating and maintaining heating plant, hot water, drainage and swimming pool systems.

3. To clean a specified area in accordance with the cleaning schedule. To maintain cleaning equipment and materials ensuring they are stored securely and safely.
4. To assist with ensuring the cleanliness of the site and that the drains and waste systems are operating successfully.
5. to receive, transport and store goods and materials as appropriate.
6. To assist with monitoring all safety aspects of the premises, checking, identifying and removing hazards, operating, monitoring and maintaining CCTV, alarm and fire equipment and systems.
7. To carry out seasonal work such as gardening, line-marking, frost protection procedures as appropriate.
8. To carry out electrical testing and minor repairs/maintenance as required.
9. To participate in appropriate training, up-dating and development courses as needed.
10. To comply with Health and Safety standards.
11. To report to the line manager any problems or suggestions about the tasks and systems within the remit of the post.
12. To carry out lettings duties on a planned rota system and on the agreed remuneration basis.
13. To carry out other duties as may be determined from time to time within the general scope of the post duties and responsibilities outside the general scope of the post will only be required with the agreement of the postholder.

HOURS OF WORK

The post is for 37 hours per week, for 52 weeks a year. Holidays cannot be taken during term time.

In the interests of economy, we will not be writing to all unsuccessful candidates and you should assume that if you have not heard from us within four weeks of the closing date you are not being called for interview.

Branston Community Academy is committed to safeguarding and promoting the welfare of students and young people and rigorous Child Protection procedures are in place. This post is therefore subject to an enhanced Criminal Records Bureau (CRB) check.