



NORMANHURST SCHOOL

JOB DESCRIPTION

Job Title: Assistant Caretaker

Name:

Responsible to: Caretaker, Mr John Farrow
Headmistress, Mrs Claire Osborn

Main Duties and Responsibilities, alongside the School Caretaker:

- To support the School Aims.
- To be aware of responsibilities under the School's child protection policy and to be able to report any concerns to the Headmistress.
- To assist with the care and upkeep of the school buildings and playgrounds.
- To support the smooth running of the School by helping with practical arrangements relating to day to day running of the School and special events.
- To help with lunch arrangements by putting up and taking down tables/benches in the School Hall.
- To help the Normanhurst Parents' Association (FONS) with special events, such as the Summer Barbeque.
- To attend special events where necessary that might be held after School or on Saturdays.
- To set up any equipment/chairs etc for special events and/or to transport equipment where necessary.
- To move deliveries around the site when necessary.
- To assist with the front of the school site and to ensure that the front boards and entrances are cleaned regularly.
- To ensure that any litter is cleared promptly.

Maintenance

- To undertake general maintenance when necessary.
- To help deal with outside contractors such as plumbers and electricians.
- To carry out decoration and repairs as required.
- To provide equipment needed for school events such as assemblies, parents' evening, staff meetings, on/off-site examinations and training days.
- To transport equipment needed for off-site school events, such as the Carol Service and Speech Day.

Security

- To be a keyholder to the School and be prepared to open the site when necessary.
- To liaise with the alarm companies about the security of the site and to be available for callouts after hours, as much as is possible, on the rare occasions that an alarm goes off.
- To help ensure the security of the site and lock up after special events.
- To help with arrangements related to security of children.

Health and Safety

- To have knowledge of the School's Health and Safety Policy in relation to caretaking duties.
- To liaise with the Health and Safety Officer on a regular basis.
- To help with fire practices and emergency procedures and to attend Health and Safety Committee meetings as required.
- To help complete risk assessments and review and update as necessary.
- To help ensure that the School Minibus is safe, has fuel, is cleaned inside and out every main holiday and, in conjunction with the Caretaker, help to take it to be serviced and for its annual MOT.

The Assistant Caretaker should also be prepared to undertake other such specific duties that may from time to time be assigned by the Caretaker, Headmistress or Principal.