# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Assistant Caretaker/Premises Manager

# School:

# Grade: [Single Status](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status) 2-3 The grade of the role is dependent on which addendums apply, the JD should be submitted to job evaluation before advertising the position. This wording should be removed and the agreed graded added when the role is being advertised

# Responsible to: Caretaker/Premises Manager

# Responsible for:

# Purpose of the Role:

The school is one level with a hall, classrooms and offices.

The school is based on one site, and was built approx. 20 years ago, so is modern in design. There is a nursery attached to the school in a separate building next to the school.

You will contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including porterage, repairsand maintenance. To undertake tasks as directed by the Caretaker/Premises Manager

# Key tasks:

1. Assist the caretaker where appropriate in enabling access in the event of snow, flooding or other emergency situations.
2. Assist the caretaker in the security oversight of the school premises and grounds, dealing with or reporting emergency events such as fire; flood; break-in; vandalism; accident.
3. Direct contractors to the site of repair and maintenance work when required.
4. Notify the caretaker of any necessary repairs, routine maintenance works or faulty equipment, which are outside and fall outside of normal caretaking duties. Carry out first line repairs and maintenance which are reasonably expected of the role,
5. Regular litter clearance and playground bin emptying.
6. Clean outside hard areas three times per week e.g. playgrounds, paths and entrances, collect all litter, refuse and medical waste and convey to nominated collection point for incineration or collection by contractor.
7. Ensure playgrounds, paths and entrances are kept clean and clear and that gullies and drains are free-flowing.
8. If relevant, during school closure periods undertake floor treatment work, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with line manager.
9. Ensure accessible light fittings are replaced when necessary.
10. Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
11. Set up and remove furniture e.g. for exams, lunch hall, assemblies, school events and lettings as required.
12. Carry out regular maintenance checks, which might include swimming pool, minbus, building compliance checks, replenishment of consumable items daily i.e. soap, towels, toilet paper etc. reporting concerns to line manager.

**Grade Progression bar**

**Progression to Single Status 3 is dependent upon being responsible for the following additional tasks;**

1. Open and close the premises and to liaise with out of hours key holders as required and if appropriate provide access, where possible, in the event of emergency situations.
2. Supervision and coordination of the cleaning team in the absence of the Caretaker/Premises Manager.

# PERSON SPECIFICATION

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to learn to undertake new tasks
2. Ability to plan and organise a varied workload, on occasion working to short deadlines.
3. Ability to work effectively and supportively as a member of the school team.
4. Ability to demonstrate commitment to Equal Opportunities.
5. Ability to maintain confidentiality on all school matters
6. Displays commitment to the protection and safeguarding of children and young people.
7. Willingness to undertake and participate in further training and development opportunities offered by the school and county, to further knowledge

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Experience of keeping work records.
2. Willingness to be a Fire marshall/ and First Aider.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | No |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | Yes |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | Yes |
| Exposure to noise and /or vibration | Yes |
| Food handling | No |
| Exposure to blood /body fluids | Yes |