

Temporary Caretaker role

Hours of work:

- 7.30am – 9.30am and 12 noon – 6.15pm
- Break at 3pm – 3.45pm
- Hours 7.5 hours per day / 37.5 hours per week

Reports to: Business Manager

Responsibilities:

- Opening up school starts @ 7.30am
- Lock-up of school 5.30pm – 6.15pm
- Organising and moving pupil tables and chairs,
- Overseeing cleaners and cleaning daytime and evening shifts
- Perform basic cleaning such as dealing with spills
- Respond to Fire Alarm and Intruder alarm system during working hours – check area for faults etc..
- Perform basic handyman services for example hanging Noticeboards, replacing toilet seats
- Transferring goods received at Main Office to the required locations around the school
- Dealing with boilerrooms – ensuring doors are locked / unlocked for boilermen / plumbers when access is required. Setting timers on boilers as agreed with Business Manager, bleeding radiators if required, checking oil tank levels and ordering oil once agreed with Business Manager.
- Dealing with plumbing – basic checks and fixes or discuss and agree with Business Manager when plumber call-out is needed
- Dealing with trademen service and maintenance call-outs – ensure they know where to go and provide background on issues
- Ensure litter around school is controlled and removed
- Liaising and working closely with Groundsman, helping each other out wherever possible
- Assisting with grounds work such as ensuring drains are clear, filling potholes, bins emptied
- Safe working practices – health and safety prioritised. Must work closely with Business Manager and Senior Leadership team on H&S works, such as checking emergency exits, lights, doors, alarms etc...
- Must be physically fit – the role involves a lot of walking and lifting
- Must be flexible
- Person must complete Access NI

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified areas as 'regulated activity'.

In the event that you are recommended for appointed to a post that involves 'regulated activity', the school will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you will be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed on www.nidirect.gov.uk/campaigns/accessni-criminal-record-

checks or www.justice-ni.gov.uk/articles/about-accessni.

It is acknowledged that the contents of this generic job description are not subject to appeal.

The Job Description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.