



Emerson Park Academy

Job Profile

Job Title: Assistant Schoolkeeper

Grade: Scale 4

Reports to: Facilities Manager

Staff Managed (if any): None

Job Purpose and Context

An Assistant Schoolkeeper will usually work alone or as part of a team of schoolkeepers who report to a Facilities Manager to ensure a school site is safe, secure and ready for use by pupils, staff and other school users. An Assistant Schoolkeeper will be responsible for operating the intruder alarm and ensuring the premises are unlocked ready for use and secured at the end of use as required.

The main responsibilities of an Assistant Schoolkeeper will usually include:

- Locking and unlocking the premises
- Operating the Intruder Alarm
- Cleaning, including cleaning at height
- Routine and Emergency maintenance and repairs
- Preparing the facilities for required use
- Site safety and security including specified testing routines
- Porterage, which may include heavy lifting
- Monitoring the use of the school site by other people

The amount of time spent on any of the duties above can vary and depend on the time of year and whether or not the school is in use. The school is often in use when students are not on the premises and due regard must be given to the health, safety and security of infrequent users who may not be familiar with the site and our safety procedures.

Roles and Responsibilities

1. To unlock the premises and de-activate the Intruder Alarm when required.
2. To secure the premises and set the Intruder Alarm when required.
3. To remove loose dust and debris from floors, surfaces, plant and equipment by hand

and/or using machines provided.

4. To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals.
5. To clean furniture, fittings, soft furnishings and equipment.
6. To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas.
7. To clean and remove body fluids using safe handling procedures.
8. To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth.
9. To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass and working off steps and/or stepladders.
10. To remove litter and waste. This may include:
 - Removal of waste that requires safe handling procedures
 - Waste separation to comply with re-use and re-cycling processes
 - Removing waste classified as unsanitary, hazardous and/or dangerous.
 - Removal of litter internally and externally
 - Emptying of litter bins
 - Sweeping and tidying external areas of the school site
11. To use appropriate equipment and machinery to maintain the school grounds as required.
12. To operate a variety of other machines and equipment to perform your duties, reporting any faults or defects to the Facilities Manager.
13. To clean and carry out routine checks (including refuelling) of the minibuses, as required.
14. To use the relevant procedures of the school to record work carried out.
15. To note breakages, repairs, or maintenance required and inform the Facilities Manager.
16. To carry out emergency repairs and maintenance
17. To carry out minor repairs and maintenance on the premises
18. Porterage - moving furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.

19. To receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the school
20. To prepare areas of the school to meet their required use which includes, but is not limited to the dining area, assembly hall, examination rooms, meetings or lettings.
21. To perform specified routines as directed by the Facilities Manager to ensure compliance to health and safety legislation.
22. To assist with safety, security and appropriate energy conservation within the school and arrange for access, including emergency access (when required)
23. To assist with monitoring people on the school premises
24. To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
25. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment and to report health, safe and security concerns to the Facilities Manager or Business Manager.
26. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
27. To complete school based induction and any subsequent training required to improve performance.
28. To take part in the school performance management system, including attending meetings where necessary

Notes:

1. Emerson Park Academy has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
2. Emerson Park Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
4. From time to time this job profile will be subject to review with the postholder.
5. It is a requirement of the post that the postholder be responsive to the varying hours the site may be in use. The expectation would be that the postholder may be required to adjust their start and end times, or to work additional hours to meet these needs.
6. It is a requirement of the post that the postholder accepts the responsibility of keyholder and as such, may be required to respond to an emergency outside of normal working hours.
7. It is a requirement of the post that the postholder hold a full driving licence and undertakes additional training to drive the school minibuses as required. This may include the refuelling of the vehicles or transportation of students and/or staff as required.
8. It is a requirement of the post that the postholder undertakes First Aid training and the postholder's name will be added to the school list of those with such training. The expectation would be that where such training has been provided, the postholder could be called upon to provide such first aid to students, colleagues or visitors to the school.
9. It is a requirement of the post that the postholder undertakes Fire Marshall duties and the postholder's name be added to the school list of those that undertake such duties. The expectation would be that the postholder will be called upon to undertake such duties during alarm activations.
10. Emerson Park Academy is fully committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share and promote this commitment and have, or acquire, the relevant abilities, skills and knowledge to carry it out.
11. The post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties that the postholder will be expected to undertake, an Enhanced disclosure check will be required.

**Emerson Park Academy - Assistant Schoolkeeper
Person Specification**

Skills and Abilities	Essential	Desirable	Assessed By
Ability to organise one's own work, to prioritise tasks and keep to deadlines	.../		Application & interview
Ability to work independently and support the work of the team	.../		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	.../		Application & interview
Ability to communicate and interact effectively with adults	.../		Application & interview
Ability and willingness to carry out the instructions of supervisors and managers	.../		Interview
Displays commitment to the protection and safeguarding of children and young people	.../		Application & interview
Knowledge			
An understanding of basic health, safety and security issues in schools	.../		Interview
An understanding of the various cleaning methods and techniques	.../		Application & interview
An understanding of basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations	.../		Application & interview
The know-how to assess and carry out minor repairs and maintenance	.../		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	.../		Application & interview
Qualifications and Experience			
Willingness to successfully complete the range of training relevant to the job	.../		Interview
GCSE at level A – C in English and mathematics or equivalent		.../	Application
GCSE CDT at level A-C		.../	
Six month's work experience, on a voluntary or paid basis		.../	Application & interview
Willingness and motivation to develop own skills and work towards NVQ Level 1 Cleaning and Support Services (Cleaning Building Interiors)		.../	Interview

