# **CHESHIRE WEST AND CHESTER BOROUGH COUNCIL**

# **JOB DESCRIPTION QUESTIONNAIRE**

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| **JOB TITLE** | **Assistant Caretaker (Secondary School)** | **JOB REF NO** | **AAAE5003** |

**BASIC JOB PURPOSE**

Assist with the security of the premises and its contents; including being a registered key holder. Carry out cleaning of designated areas; and to undertake minor repair and porterage duties.

**MAIN RESPONSIBILITIES**

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| **1** | Assist with the maintenance of the school building, including under direction effecting minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition. |
| **2** | Assist with the monitoring and operation of the engineering system (ie, heating, etc) and advise Line Manager of any faults in order to ensure the most economical use of fuel and water. |
| **3** | Assist in the operation and maintenance of appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements. |
| **4** | Carry out portering duties (including the moving of heavy furniture) which will secure the most efficient use of resources. |
| **5** | Undertake designated cleaning duties during term time and assist with major cleaning during school closure periods. |
| **6** | Carry out banking duties as required by the school. |
| Notwithstanding the detail in this job description, in accordance with the School’s/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |