

<b>LINCOLNSHIRE COUNTY COUNCIL</b>	
<b>JOB DESCRIPTION</b>	
<b>DIRECTORATE:</b>	<b>Division/Section/Branch:</b>
<b>Service/Sub-Division:</b> Schools	
<b>JOB TITLE:</b> Assistant Caretaker – Primary School	<b>JEM Number</b> 01-185
<b>GRADE:</b>	
<b>REPORTS TO</b> [Job Title]: Site Manager or Caretaker (or other designated member of staff)	
<b>1.</b>	<b>PURPOSE OF JOB:</b> To provide an on site cleaning/caretaking service.
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>
i.	To be responsible for the cleaning of a specified area in accordance with the County Council's current standards and methods.
ii.	To store cleaning equipment and materials in a safe place
iii.	To report to the immediate supervisor any problems relating to cleaning equipment and materials
iv.	To carry out caretaking duties as directed by the Headteacher (or other designated person) as outlined on the job information sheet. E.g. minor repairs to fabric of building and/or equipment.
v	To be a key holder for the school premises where it is considered necessary by the Headteacher.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  <b>SUPERVISION OF PEOPLE</b>
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>  Little or no opportunity for creativity and innovation.
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>  Routine contact with staff and pupils within the school, delivery workmen and members of the public.

<b>6.</b>	<b>DECISIONS</b>
	<p>a) <b>Discretion</b></p> <p>Working within clearly defined instructions/procedures. Little or no freedom to act outside of defined role.</p>
	<p>b) <b>Consequences</b></p> <p>Issues would be quickly identified and quickly remedied.</p>
<b>7.</b>	<b>RESOURCES</b>
	<p>Cleaning materials and equipment. May be required to be a key-holder.</p>
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<p>a) <b>Work Demands</b></p> <p>Limited changes in working practices.</p>
	<p>b) <b>Physical Demands</b></p> <p>Physical effort necessary associated with working at heights, use of equipment, bending moving and handling, pushing for example use of buffing machine, moving chairs</p>
	<p>c) <b>Working Conditions</b></p> <p>Some lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.</p>
	<p>d) <b>Work Context</b></p> <p>Minimal risk, post holder will be working with cleaning chemicals and equipment, may be limited exposure to abuse/aggression from trespassers, children, parents and carers</p>
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>
	<p>Have a clear understanding of the cleaning standards required by the School. The post holder must have understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p>
<b>10.</b>	<b>GENERAL</b>
	<p><b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>
	<p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**

	Name:	Signature:	Date:
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Job Description written by: [Manager]	..... .	.....	..... ..
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Job Description agreed by: [Postholder]	.....	.....	..... ..
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Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD is available from your Directorate HR Adviser.

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**GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME**

**EVALUATION REPORT**

<b>Post Title</b> Assistant Caretaker Primary School	<b>JEM Reference No.</b> <b>01-185</b>
<b>Directorate</b> Schools	<b>Evaluation Date</b> 30/5/07
<b>Service</b> Generic	

<b>FACTORS:</b>	<b>LEVEL</b>	<b>POINTS</b>
<b>Management of People</b>	1 (up to five)	16
Dispersal		
<b>Creativity and Innovation</b>	2	40
<b>Contacts and Relationships</b>	2	38
<b>Decisions</b> Discretion	2	36
Consequences	1	12
<b>Resources</b>	2	20
<b>Work Environment</b> Work Demands	1	8
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
<b>Knowledge and Skills</b>	2	80
<b>TOTAL POINTS</b>		<b>290</b>
<b>GRADE</b>		<b>Grade 3</b>

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

**Evaluation Type**