



# JOB PROFILE

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<b>Post Title:</b>	Assistant Caretaker
<b>Portfolio:</b>	Education, Skills and Employment
<b>Responsible to:</b>	Principal Caretaker
<b>Responsible for:</b>	None
<b>Grade:</b>	B

## Job Purpose

To improve the lives of all within our community and help the island thrive by supporting in ensuring the management, maintenance, safety and security of the whole premises of Prince Andrew School, including Francis Plain playing field, so that it is kept in good condition for use by the school population and the wider community of St. Helena.

## Main Duties and Responsibilities

1. To ensure that the environment of the school is maintained, safe and secure for all users the Assistant Caretaker will:
  - Be responsible for fire security and safety and will undertake the following duties:
    - Respond to and reset the schools fire alarm,
    - Be aware of any gas leaks and report as required
    - Ensure fire appliances are checked monthly,
    - Liaise and assist the fire service as required.
  - Provide first line building maintenance to Prince Andrew School, Harpers Agriculture Centre, the Gym and Pavilions and to arrange when required, in consultation with Head Teacher, for further maintenance from Crown Estates.
  - Maintain the grounds of the school ensuring it is in a litter-free state and external rubbish is stored and disposed of appropriately.
  - Secure and change if necessary the levels of gas supplies to laboratories within the science department.
  - Undertake the emergency cleaning of human deposits (vomit, excrement).
2. When deputising for the Principal Caretaker the Assistant Caretaker will:
  - Be responsible for opening and closing Prince Andrew School and ensuring security when not in use.



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- Secure all monies collected during Community Education classes/activities
- Supervise the grounds staff
- Oversee the cleaning of Prince Andrew School and associated buildings including the Harpers Centre and the Gym by the private contractor
- Be responsible for stock of toilet rolls, hand towels etc. to the value of £3000

3. In addition to the aforementioned responsibilities the Assistant Caretaker will:

- Assist with receiving all deliveries to school and arrange distribution to the relevant areas
- Assist with setting up the hall or other accommodation for specific functions e.g. examinations, meeting, assemblies, concerts etc. as and when required
- Prepare the school premises for Community Education as required and cancel classes as and when required
- Attend and participate in relevant training and development pertinent to the role
- Comply with all SHG, Portfolio and school policies and procedures

## Special Conditions

The nature of the job requires:

- Working outside of normal working hours as and when required
- The handling of unpleasant human deposits
- The safe lifting of loads to shoulder and full height level

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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## Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	
<b>Planning &amp; Delivery of Work:</b> Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme	ii
<b>Analysis and use of Information:</b> Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii
<b>Decision Making:</b> Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team	ii
<b>Working with Others:</b> Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them	ii
<b>Communication:</b> Can write clearly without spelling or grammatical errors. Uses jargon free language Is able to record factual information accurately.	ii



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<p><b>Influencing and Persuading:</b> Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood</p>	ii
<p><b>Dealing with Change:</b> Sees change as an opportunity. Supports colleagues in understanding change Participates readily in change initiatives Assists others to accommodate change. Focuses on benefits to self and/or others.</p>	ii
<p><b>Continuous Improvement:</b> Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals Shares knowledge and experience with others Manages own development and performance Learns lessons from both successes and failures</p>	ii
<p><b>Managing Resources:</b> Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.</p>	ii

## PERSON SPECIFICATION

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Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Functional Skills in English and Maths at Level 1 or equivalent demonstrable experience	E	✓	
Drivers License Classes A & C	E	✓	
<b>Knowledge &amp; Experience:</b>			
Considerable experience in handy man and janitor duties	E	✓	
Experiences in supervisory responsibilities	E	✓	
Knowledgeable in applicable health and safety procedures and basic health and safety at work.	E	✓	
<b>Skills and Abilities:</b>			
Basic IT skills	E	✓	
Good written and verbal communication skills	E		✓
Basic DIY skills	E		✓
Ability to advise on use of power tools (Strimmers, Lawnmowers etc.)	E		✓
Ability to apply objective judgement	D		✓
Self motivated	E		✓
Team player	E		✓
Responsive to change	E		✓

Other:			
Understand of and comply with school policies and procedures that are relevant to the role	E		✓
Adhere to and follow the Safeguarding Policy of the Directorate	E		✓

**Our Values**

**FAIRNESS**

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

**INTEGRITY**

We communicate openly and we are honest, accountable and ethical.

**TEAMWORK**

We work together and we support each other.

**Professional Cadre Competency Framework**

