

**London Borough of Havering
Children, Adults & Housing Directorate**

Benchmark Job Profile

Job Title: Assistant Schoolkeeper

Grade: Grade 1/2

Model No: 10

Reports To: *Site Manager*

Staff Managed (if any): None

Job Purpose and Context

An Assistant Schoolkeeper will usually work with a Schoolkeeper or as part of team of schoolkeepers who report to a Site Manager/Premises Manager to make sure a school site is safe, secure and ready for use by pupils, staff and other school users.

The main responsibilities of an Assistant Schoolkeeper will usually include:

- Cleaning, including cleaning at height
- Emergency repairs
- Site safety and security
- Portering, which may include heavy lifting
- And monitoring the use of the school site by other people.

The amount of time spent on any of the duties above can vary from site to site and depend on the time of year and whether or not the school is in use. (Schools are often in use when pupils are not on the premises).

Roles and Responsibilities

1. To remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machines provided
2. 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
3. To clean furniture, fittings, soft furnishings and equipment
4. To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas
5. To clean and remove body fluids using safe handling procedures
6. To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth.

7. To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass and working off steps and/or stepladders.
8. To remove rubbish 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.
9. To use the relevant procedures of the school to record work carried out
10. To note breakages, repairs, or maintenance required and inform the relevant supervisor
11. To operate a variety of machines and equipment, reporting faults to the Site Manager where relevant.
12. To carry out emergency repairs and maintenance
13. To carry out minor repairs and maintenance on the school site
14. Porterage. To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.
15. 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
16. To assist with safety, security and appropriate energy conservation within the school and arrange for access by acting as a key holder, including emergency access (where relevant)
17. To assist with monitoring people on the school premises
18. To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
19. 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, safety and security concerns to the school keeper
20. 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.
21. To complete school based induction and any subsequent training required to improve performance.
22. To take part in the school performance management system, including attending meetings where necessary

Notes:

1. The authority 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 description but which is within the remit of the duties and responsibilities.
2. This is a new job description for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

**London Borough of Havering
Social Care & Learning Directorate**

**Assistant Schoolkeeper
Benchmark 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