

JOB DESCRIPTION
CASUAL ASSISTANT



REPORTS TO:
Head Teacher / Premises Manager

GRADE: - SC2

Main Purpose of the job

To assist with the general upkeep of the school premises to provide a safe, secure, clean, warm and welcoming environment for all site users and visitors.

Summary of Responsibilities and Duties

Support for Pupils

- Ensure that the playground is swept clear of litter and other debris.
- Clear up bodily fluids when required and check pupil toilet areas throughout the day for soiling in accordance with health and safety guidelines.

Support for Teachers

- Assist with large display mounting, the moving of sets for school productions and the erecting and putting away of school equipment and furniture.

Support for the School

- Assist with the necessary actions to minimise the risk of intrusion or vandalism to the school site.
- Assist with dealing with intruders in accordance with the school's security guidelines and health and safety implications.
- Have due regard for all aspects of health and safety regulations in relation to a school site including taking a role in fire drills and evacuating the building.
- Ensure that gates and entrances are kept clear dealing with dangerously parked cars on site and immediately outside the school gates. Dealing with hazardous ice and snow conditions on site if appropriate.
- Assist the Premises Officer in the checking of school systems, for example, heating, lighting, fire alarm, intruder alarm and safety doors.

- Assist with general cleaning duties as and when required such as internal windows, toilets and wash basins and their areas.
- Assist with the moving of furniture as and when required such as dining tables and chairs, chairs for assemblies and meetings.
- Assist with waste management and removal.
- Receive and check the delivery of stock and school supplies when required.
- To open and lock up on occasion for evening lettings or meetings.
- To assist with minor repairs around the school where skills permit.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's/School's equal opportunities policies and statutory responsibilities.

PERSON SPECIFICATION

Job Title: Casual Assistant



The person specification is a picture of the skills; knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please say this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements

Those categories marked 'S' will be used especially for the purposes of shortlisting.

CATEGORY
CRITERIA
(Marked 'S')

SHORTLISTING

Job related knowledge /aptitude/skills:

Knowledge

Locking/unlocking procedures, including the setting of alarms

S

Health and safety issues, particularly relating to a school site

S

Aptitude

Able to work on own initiative

Able to work flexibly and respond to emergencies

Organised approach to prioritise work and successfully manage time

S

Skills

Routine maintenance skills (i.e. changing fuses, bulbs, roller towels)

S

Ability to deal professionally with staff, pupils, parents, external organisations and

visitors Hazard identification

Experience

Of cleaning — both external and internal to a site

S

Working unsupervised

S

Routine site maintenance and upkeep

S

Personal qualities

Ability to react calmly under pressure

Ability to relate to and communicate with children

Reliability and conscientiousness

Circumstances

This post is exempt from the Rehabilitation of the Offenders Act. Any criminal convictions will need to be declared if you are appointed.

The postholder will need to be physically fit enough to undertake the duties of the post. This will be determined by Lewisham's Occupational Health service and may include the use of adaptations or the provision of equipment.

Equal Opportunities

A commitment to implement the schools equal opportunities policy

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Awareness of equal opportunities issues

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