



PROPERTY ASSISTANT /CARETAKER

JOB ANALYSIS

| KEY TASK | DUTIES |
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| Grounds Maintenance | <ul style="list-style-type: none"> • Plan and manage the maintenance of all ancillary grounds not covered under the Field Maintenance Contract. • Regular (Monday/Wednesday/Friday) sweeping/leaf blower of main courtyard area to remove all leaves/rubbish • Regular sweeping/leaf blowing (once a week) of all alcove areas in each teaching block and top carpark area to ensure all build up of leaves/rubbish is removed. • Rubbish Management : <ul style="list-style-type: none"> ** Ensure sufficient bin stations are stationed throughout the blocks to ensure that rubbish is disposed of correctly by students. ** rubbish is collected and disposed of in appropriate processes adopted in consultation with the Enviro team. ** Ensure rubbish bins from staffroom are emptied regularly. • Weed-eating all tree areas, around garden surrounds, chess boards, back area of confidence course. . • Upkeep of all fence line plantings ensuring that all boundaries are sprayed regularly and weeds removed. • Responsible for regular maintenance of rain gardens. • Ensure all heavy use areas of lawns are re-laid with grass at appropriate times. • Maintain all trees, shrubs and hedging on site with regular maintenance and trimming. • Maintenance of all boundary fences and arrange for any damage to be attended to. • Maintenance of all garden areas to ensure that they remain weed free and barked regularly. |

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| | <ul style="list-style-type: none"> • Ensure that all areas around buildings are kept clean and tidy at all times. • Removal of all vomit, blood, faeces etc immediately reported. • Weed spraying of any areas where weeds are appearing : concrete areas, carpark, Olive Tree seating etc. • Waterblast (Wet & Forget) all problem concrete areas including stairs to ensure all areas are free of bird droppings, food stains, mould, rust, mud, etc. • Regular maintenance in relation to external drains and cesspits • Check all grounds for vandalism and repair as required. • Regularly check carpark areas to ensure : <ul style="list-style-type: none"> ** that any pop holes have been filled appropriately ** shingle applied to prevent pooling of water areas |
| Turf Court and Confidence Course Maintenance | <ul style="list-style-type: none"> • Regular maintenance of turf courts as per developed maintenance schedule by Tiger Turf. • Regularly check fencing and gates on turf courts to ensure if any repairs are required. • Repairs and regular maintenance of Confidence Course as per Compliance Schedule is adhered to. |
| Property Maintenance | <ul style="list-style-type: none"> • In consultation with Property Manager assist with property related issues in relation to : <ul style="list-style-type: none"> ** preventative maintenance – ** corrective maintenance |
| School Equipment and Resources | <ul style="list-style-type: none"> • Assist with the distribution of resources to departments from reception each day. • Assist with the maintenance of school vans to ensure they are well presented and fit for purpose at all times (fuel, water, oil, tyre pressure etc). • Assist with setup of furniture and equipment in school facilities for events |
| Hygiene Requirements | <ul style="list-style-type: none"> • Unlock all toilet blocks at the start of each day. • Check soap and toilet requisites at the start of the school day in all toilets throughout the school (including auditorium) and replenish as required. • Order all toilet consumables to ensure stock on hand. |

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| | <ul style="list-style-type: none"> • Order any cleaning products in bulk as required. |
| Sports Field Equipment | <ul style="list-style-type: none"> • Assist Property Manager with any mowing or field requirements that are not covered under the Field Maintenance contract with an external provider. |
| Security | <ul style="list-style-type: none"> • Disarm all school buildings at the start of the school day |
| Equipment Maintenance | <ul style="list-style-type: none"> • Assist with care of all grounds equipment and tools, regularly maintaining and sharpening etc. • Maintain mowers, quad bike etc in good condition. |
| Contractor Consultation | <ul style="list-style-type: none"> • If required liaise with contractors and tradesmen for repair and maintenance work in relation to property work that cannot be undertaken through property team as instructed. |
| Health and Safety Compliance | <ul style="list-style-type: none"> • Ensure that the use of school equipment is carried out at appropriate times to ensure the health and safety of students and staff: <ul style="list-style-type: none"> ** lawn mowing/weed-eating/trimming carried out outside of school breaks ** driving of the gator around the school grounds outside of school breaks • Assist with electrical tagging to ensure completed and up to date annually and signed off. • Maintain safe work practices by complying with OSH and Health and Safety requirements. • Ensure you are conversant with all electrical connections, fittings, safety isolation switches etc. • Ensure you are aware of all shut off valves for gas and water. • Ensure Hazard Management Procedures and Systems are followed in accordance with SMC Policies and Procedures. |
| Meter Readings | <ul style="list-style-type: none"> • Carry out water and power readings of Parish premises on 1st of each month record. • Carry out water readings for SMCPS and forward recordings to Accounts Department. |
| Financial responsibility: | <ul style="list-style-type: none"> • Follow financial procedures for ordering of all equipment and services. • Attend regular property meetings with the Property Manager and Business Manager as scheduled. |

Technology Assistance

- In consultation with Hard Materials staff assist with any preparation of any wood materials that require cutting.
- Ordering of any wood materials as instructed to assist.