



## **HEREWARD HOUSE SCHOOL**

### **The School**

Hereward House, one of London's leading academic preparatory schools for boys aged 4-13, was founded in 1951 and is accredited by the Independent Association of Preparatory Schools. It provides the firm foundation boys need in order to achieve fine results at Common Entrance and scholarship and the skills to succeed in their Senior Schools and in life.

As a school, we aim to provide a warm, welcoming and safe atmosphere in which every child can thrive and feel comfortable. Whilst embracing the highest academic aspirations for our boys, we believe that a school should not be an exam factory. We strive to create a stimulating, purposeful, safe, and happy community, where every child feels valued and secure. We aim to be a school where boys will be encouraged and assisted to develop academically, morally, emotionally, culturally and physically. It is our belief each one should enjoy his school days and reflect upon them with pride, pleasure and affection. We are preparing boys not just for senior school, but for life.

The school seeks to provide a lively, stimulating and intellectually demanding education in a friendly and well-disciplined environment. Modern approaches are employed alongside those traditional methods that have proved their worth.

The Headmaster, Pascal Evans, leads a highly qualified and dedicated team. The curriculum is varied and interesting, and almost every boy learns an instrument. Games, especially team sports, are important. Co-curricular and extra-curricular activities are an integral part of school life.

By providing a happy and challenging environment, the school aims to meet the needs of the individual child, enabling him to reach the highest standards of personal achievement in both academic and non-academic fields.

### **The Position**

Starting as soon as possible.

The caretaker will be responsible for maintaining a clean and safe environment at school. They will be work with the Deputy Head and Bursar to deliver an excellent atmosphere for staff and pupils at Hereward House School.

The right candidate will be approachable, reliable and have the ability to act under their own initiative.

We offer a rewarding work environment where you'll get the opportunity to become a valued member of the school community. The position offers a competitive salary and a generous holiday allowance.

The role offers up to 40 hours a week, with some in-built flexibility, especially during school holidays.

### **Role of Caretaker**

To ensure that the buildings and school site are secure, particularly out of school hours, and to attend rapid response call-outs as required.

To undertake maintenance tasks as required (see below).

To perform duties in line with health and safety requirements and take remedial action where hazards are identified.

To carry out any other duties as may from time to time be required.

To participate in training and other learning activities and performance development as required.

### **General maintenance**

General maintenance and minor repair work including: doors, windows, minor plumbing, furniture, unblocking drains and some painting of doors and walls, replacing light bulbs.

Report any defects of building, furniture, fittings and equipment.

Ensure that all lights and heating are working effectively.

Be aware of the location of all stopcocks, gas and electricity meters.

Operation of heating plant, cooling and lighting systems.

### **Cleaning and Housekeeping**

Upkeep and general care of the school.

Cleaning and Tidying.

Cleaning and tidying of the internal school building and external storage sheds.

Cleaning of internal glass, internal and external door glass and internal side of external windows.

Sweep playground and front drive, pick up litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and all entrances.

### **Porter Duties**

General portering duties and moving of furniture.

Assisting teaching staff with simple tasks as requested.

Supporting teaching staff with simple maintenance of some school machinery once trained.

Preparation of Hall and/or other rooms for functions as required.

Check goods and supplies and take them to the appropriate place for storage.

Ensure that clear passage is maintained on fire escape routes.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person  
Contribute to the overall ethos/work/aims of the school.

To supervise the front door during school pick up times.

### **Experience**

Existing handyperson experience would prove useful.

Caretaking/cleaning/site-keeping experience in a school or similar environment.

A clean driving license would prove an advantage.