



THE ISLAND FREE SCHOOL

Job profile: Lead Caretaker

Starting date: ASAP

Location: Ventnor, Isle of Wight

Contract type: Full time

Contract term: Permanent

Starting Salary: £18,159

Applications are welcome from those with a genuine interest in education.

The Island Free School is a small, state funded secondary school on the Isle of Wight offering a fully academic curriculum. All pupils follow the English Baccalaureate, plus three option subjects, to achieve a minimum of eight good GCSEs. We take students from all backgrounds and give them the confidence and ambition to succeed in a competitive world. To balance our academically rigorous curriculum we have invested heavily in the development of a wide ranging extra-curricular enrichment programme.

Our vision is of a comprehensive grammar school: a school that combines the rigor and standards of an old fashioned grammar school with a genuinely comprehensive intake. This vision has proved popular with local parents and the school is oversubscribed in all year groups.

We seek to appoint a professional, personable and efficient Lead Caretaker with the necessary skills to join an outstanding team and play a key role in the maintenance and improvement of our outstanding learning environment.

The successful candidate must:

- Be personable and presentable
- Have an organised and methodical approach
- Be a facilitator
- Be willing to undertake additional training where required
- Engage with the life of the school
- Have an interest in Education.

The successful candidate will be expected to undertake the following tasks as a minimum:

- Be responsible for maintaining the security of the premises

Explain - Model - Expect - Reflect

- Be responsible for opening the site in the morning and closing at the end of the day
- Undertake “handyperson” duties as directed by the Headmaster and or Senior Leader; this could include minor repairs, painting, joinery, plumbing, clearing gutters, blockages etc...
- Be responsible for ensuring safe and clear access to the school at all times and particularly in relation to inclement weather
- Be responsible for tidiness and upkeep of paths, and other hard surfaces and the tidying of borders and beds and the orderly appearance of the grounds
- Be responsible for overseeing the work of the Groundsperson and ensuring performance management targets are reviewed
- Undertaking a visual check of the building/s and grounds every morning and evening and reporting any concerns/risks to the Headmaster or nominated other senior leader
- Keep records of equipment testing and produce and maintain and schedule of testing (PAT testing, fire equipment etc...)
- Undertake regular risk assessments of building, fabric and equipment
- Accompany external contractors (where required)
- Dispose of waste materials in a safe and hygienic manner and ensure they are ready for collection
- Undertake portering tasks as required
- Control stock provision of consumables such as grit, toiletry items, cleaning materials and light bulbs and arrange for stock to be replenished in accordance with instructions
- Initiate preventative maintenance
- Comply with the requirements of health and safety and all other relevant legislation and school policies
- Undertake regular Health and Safety inspections in conjunction with the Headmaster and or other senior leader
- To report emergencies in the case of gas, water and electricity supply to Headmaster and or other senior leader
- Communicate with clarity and courtesy to all pupils, staff and visitors to the school
- Undertake training where required
- Oversee the refuel and cleanliness of school minibusses
- Be willing to drive minibusses in support of the curriculum and enrichment
- Be willing to undertake other tasks commensurate with the position as directed by the Headmaster or other senior leader
- Work to promote the ethos of the school
- Be willing to engage with the life of the school, eg enrichment activities

The Island Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all our staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Explain - Model - Expect - Reflect