



**Job Description : Caretaker (Part time Term time only)**

**Hours:** 22.5 Hours per week (Tuesday and Thursday: 07:30 to 16:30, Wednesday: 7.30 to 12.00)

**Location:** St James Senior Boys' School - Ashford, Surrey

**Reporting to:** Estates Manager

**Responsible to:** Bursar

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Duties:**

Assisting the Estates Manager, who is responsible for the day-to-day operational management, safety and security of the school estate, in ensuring that the school is a well-maintained, safe and secure site for all users. The Caretaker will fulfil the following roles and responsibilities whenever the Estates Manager is absent from the site. At such time, the post holder will be responsible for ensuring high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.

**Reporting to:** Estates Manager (Ashford) and the Bursar.

**Key Tasks:**

- Check site regularly for any potential Health and Safety issues. Take corrective action where necessary
- Morning and afternoon gate duties
- Set up for assemblies and other events
- Assisting the Estates Manager with the following:
  - ensuring the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records e.g. fire safety checks
  - regularly checking the service desk and completing tasks where possible
  - completion of Risk Assessments as required and corrective actions where necessary
  - any other site related Health and Safety work as required
  - maintenance and management of schedule of works to ensure that the site is kept operational
  - repairs and maintenance tasks including decorating, carpentry and building works
  - maintenance of the school grounds to a high standard; ensure grounds are litter free
  - ensuring accurate records are kept of all work carried out
  - overseeing out of hours activities
  - day-to-day security of the school site
- Inform the Estates Manager in a timely manner of critical safety and security issues, and provide routine/progress management reports as required
- Carry all other reasonable and related tasks that may be delegated by the Estates Manager. In addition, the post holder will be expected to carry out any reasonable instruction given by the Head teachers or such authorised persons in order to ensure the efficient running of the school.

<b>Personal Specification</b>	
<b>Essential:</b>	<p>The person appointed will:</p> <ul style="list-style-type: none"> <li>• Have the ability to relate well to people, through an even temperament</li> <li>• Have plenty of stamina</li> <li>• Be able to cope with moderate and occasional heavy lifting</li> <li>• Be flexible and adaptable, including occasional work outside normal hours</li> <li>• Have a clear understanding of how schools operate</li> <li>• Be open minded and genuinely interested in developing themselves</li> <li>• Be able to use their own initiative</li> <li>• Have a clean current driving licence</li> <li>• Have a commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• Have the ability to respond to emergency work situations at short notice</li> </ul>
<b>Qualification and Experience:</b>	<p>The person appointed will:</p> <ul style="list-style-type: none"> <li>• Reasonable communication skills</li> <li>• First Aid training or a genuine willingness to be trained</li> <li>• Knowledge of Health and Safety requirements</li> <li>• Ability to carry out instructions and seek clarification where necessary</li> <li>• DIY skills and ability to carry out a wide range of repair works</li> <li>• Competence with hand tools. Skilled tradesman preferable</li> </ul>
<b>Values:</b>	<p>The person appointed will express:</p> <ul style="list-style-type: none"> <li>• Can do: Must possess a positive attitude</li> <li>• Rigorousness: A commitment to achieving the best solutions</li> <li>• Creativity: Endeavour to find new ways of doing things and learn from past experiences</li> </ul>

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