



Job Description : Caretaker

Hours: 45 Hours per week (Monday to Friday: 10:00 to 19.00) with a daily 30 minutes break

Note: Occasional Saturday work required during School events or major refurbishment work

Salary: £29,260

Location: 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 Site 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.

Key Areas:

Assisting the Estates Manager in the following areas:

- Premises related Health and Safety issues and compliance
- Management of maintenance and repairs and facilities care on site
- Management and maintenance of work schedules, and quality control of works completed
- Act as Fire Officer
- Security of the school site

Key Tasks:

- Check site regularly for any potential Health and Safety issues. Take corrective action where necessary
- Morning and afternoon gate duties
- 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, monthly legionella records
 - installation and maintenance of equipment for the protection of, and escape from, fire
 - 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
 - repair and maintenance tasks
 - maintenance of installations and plant for electric and gas supply, heating, domestic hot water etc.
 - supervision of the lighting and ventilation of the School's buildings
 - 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

	<ul style="list-style-type: none"> - day-to-day security of the school site - drive rented vehicles to assist school's activities - Help out to cover minibus routes when the driver is not available - D1 licence is desirable or willingness to complete D1 training - open or lock up the premises - ensure correct set up of school's facilities during school's activities - monitor and resolve tasks raised using school's software - Ability to respond to email - Regular painting of walls or full classrooms, corridors, etc • 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 from time to time. <p>In addition, the post holder is expected to carry out any reasonable instruction given by the Headteachers or such authorised persons in order to ensure the efficient running of the school.</p>
Personal Specification	
Essential:	<p>The person appointed will:</p> <ul style="list-style-type: none"> • Have the ability to relate well to people, through an even temperament • Have a clean current driving licence • Have plenty of stamina • Be able to cope with moderate and occasional heavy lifting • Be flexible and adaptable, including occasional work outside normal hours • Have a clear understanding of how schools operate • Be open minded and genuinely interested in developing themselves • Be able to use their own initiative • Have a commitment to working as part of the whole school team and supporting the vision and aims of the school • Have the ability to respond to emergency work situations at short notice
Qualification and Experience:	<p>The person appointed will:</p> <ul style="list-style-type: none"> • Reasonable written and verbal communication skills • First Aid training or a genuine willingness to be trained • Knowledge of basic Health and Safety at work requirements • Ability to carry out instructions and seek clarification where necessary • Proven record of possession of DIY skills and ability to carry out a wide range of repair works • <u>Competence with hand tools. Skilled tradesman preferable</u> • <u>Experience with painting</u>

Values:	The person appointed will express: <ul style="list-style-type: none">• Can do: Must possess a positive attitude• Rigorousness: A commitment to achieving the best solutions• Creativity: Endeavour to find new ways of doing things and learn from past experiences
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