



**COLFE'S**  
SCHOOL

Headmaster: Richard Russell MA (Cantab.)  
Horn Park Lane London SE12 8AW +44(0)20 8852 2283 head@colfes.com

## Premises – Schoolkeeper

We are looking for a highly motivated and enthusiastic individual to join a team of school keepers who are responsible for all day to day operations of the School site.

The job is full time, five days per week, throughout the year and involves working on a shift system with other colleagues. The shifts cover the school hours of 6am to 7.30pm. Flexibility is essential, as the role will include occasional additional working in the evenings, and at weekends for which overtime payments will be made. This is a physically demanding job involving the need to be able to carry potentially heavy items of furniture up flights of stairs. All appropriate training will be given.

This post reports to the Deputy Premises Manager. The duties are extremely wide ranging and include the following general responsibilities:

- Locking and unlocking all buildings and rooms including the setting and unsetting of intruder alarms.
- Deliveries: collecting & delivering post between the junior school and the senior school, receiving deliveries, checking detail and quantity and distributing to appropriate member of staff.
- Furniture: lifting and moving, setting out classrooms for lessons or meetings and the main hall for assemblies, lunches, and Sports Hall for exams.
- Litter picking and sweeping up litter around the school buildings and grounds.
- Emptying and cleaning litter bins.
- General cleaning duties as required, including at high levels and sealing of floors etc.
- Cleaning of toilets and replacing toilet accessories such as hand towels, toilet paper etc.
- Cleaning up any spillages, breakages, sickness etc around the school.
- General security to ensure the safety of all our pupils, staff, buildings and contents.
- Maintenance: carrying out minor routine duties as necessary, assisting maintenance staff in their duties, including decorating, painting etc. and reporting all necessary maintenance issues to colleagues.
- Health and safety: assisting colleagues and visitors in complying with the School's Health and Safety policy.
- Assisting Visitors: helping and assisting all visitors to the school in advising them where to go for their business at the school. Also car park duties on site.
- Driving; Driving electric buggy, school vans and minibuses as necessary for the movement of furniture and taking school teams to venues.
- Such other duties as are appropriate to the post as required by the Operations Manager or Premises Manager

Applications are invited from those with:

- A willingness and enthusiasm to work hard as part of a team and to show great flexibility in all tasks to be undertaken.
- the ability to work flexible hours including evenings and weekends when required.
- A commitment to health and safety and security in all matters
- The personal qualities to be able to willingly assist all visitors to the site whilst proudly representing the school.

## Application Procedure

All applicants must submit: an application form, accompanied by a letter of application, current CV; details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

The application should be marked private and confidential and submitted by email to [recruitment@colfes.com](mailto:recruitment@colfes.com) or by post to: Mrs Anna Ross, Colfe's School, Horn Park Lane, London SE12 8AW

The deadline for applications is **Friday 16 June**. Colfe's reserves the right to appoint to this post before the closing date if necessary.

**Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.**