



Assistant Caretaker and Minibus Driver **Starting as soon as possible**

We are looking for someone to help care for our school buildings, our grounds and work alongside staff and students. We need a helpful, capable and keen person who is self-motivated. Some previous experience in completing small DIY jobs and repairs, setting up rooms, security and cleaning would be useful, as would any experience of working in a school setting. You must be honest, reliable and hardworking and have the ability to work using your own initiative. Some previous experience of driving a school minibus would be useful but not essential. Training will be provided as appropriate.

Visits to the school are welcomed. Please contact assistantbursar@hallifordschool.co.uk

HOURS TO BE WORKED

- Term Time Working Hours - 11am to 7pm, 5 days per week (total 40 hour week). You must be flexible and at various times during the academic year you may be required to work alternative hours in collaboration with the Premise Manager. You will also be required occasionally to work into the evening to assist with school events, lettings and a Saturday for Open /Exam Days and sports fixtures.
- School Holiday Working Hours – 9am to 4pm Monday to Friday

The salary will be competitive and will include lunch, parking on site and a non-contributory pension scheme.

JOB PURPOSE

To assist the Premise Manager with the maintenance of all School buildings and the grounds. To ensure the general security of the school and ensure the school is safe and secure for students. To carry out first line / minor repairs and maintenance and undertake portering duties and undertake lettings duties.

TASKS

Cleaning

- To clean areas requested when the need arises.
- To provide temporary cover for cleaning when cleaning staff are absent.
- To provide cleaning during the school day if required in an emergency.
- To buff / polish Sports Hall floor
- To clean entrance mats using the carpet shampoo machine
- To maintain high standards of hygiene across all areas of the site.

Grounds

- Ensure all recycling is removed and disposed of correctly.
- Clean and disinfect all outside sinks and drinking fountains
- Check, clean, sweep areas of the school and collect leaves paying attention to the sports areas.
- Jet wash/remove moss from bicycle shed/bin area, front car park and clear out drains and gullies.
- Weed and water front flower beds and tubs next to reception
- Ensure all areas are free from litter. Empty bins on a daily basis.

Porterage

- Assist with the arrangement, removal or relocation of office and general school furniture and equipment as necessary paying due attention to manual handling safe practices and maintenance of safe access/exit routes and walkways around the various halls, offices and classrooms
- Assist with distributing deliveries of goods around the site maximising resources whilst minimising time and effort where possible
- Laying of carpet inside the sports hall for events.
- Setting up chairs and tables etc. for assemblies and parents evening.

Lettings

- Carry out lettings duties as required by the Premise Manager.

Health and Safety

- To be aware of current legislation regarding fire safety, legionella and asbestos.
- Undertake health and safety training as required by the school.
- Help the Premise Manager check and record Health and Safety routine inspections.
- Assist Premise Manager with weekly fire alarm testing

Caretaking Tasks

- Assist with repairs and improvements to all areas of the School site which are not beyond the scope of a competent DIY person.
- Directing contractors to sites of repair and maintenance work and monitoring the work of contractors under the instructions of the Premise Manager.
- Assist the Premise Manager with utility readings (gas/electricity/water)
- Assist the Premise Manager in other activities that may be necessary for time to time.

Minibus Driving

- To drive the school minibus daily on the late afternoon shuttle service which runs between Halliford School and Walton Station.

PERSON SPECIFICATION

Education, Training and Work Qualifications

- Must have a valid clean driving license
- Basic general education
- Health & Safety qualification, NVQ H&S Qualification – desirable
- Knowledge of basic site maintenance and environment matters
- MIDAS Qualification – not essential as can be provided.

Skills and Abilities

- Proven building maintenance/DIY skills
- Cleaning knowledge and skills
- Good oral communication skills with staff, students, contractors and parents
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Keen to learn
- Trustworthy and reliable.
- Understand the needs for confidentiality

Other Requirements

- Must enjoy working as part of a team, be adaptable and supportive of colleagues whilst having the ability to adapting to working alone
- Assist with school events such as car park attendant at evening events and Open Mornings.
- Undertake regular evening lettings and provide flexibility with the Premise Manager rotating shifts at peak times.

Closing date for applications March 22nd at 12 noon

Start Date – as soon as possible.