

THE LONDON ORATORY SCHOOL
Seagrave Road, London, SW6 1RX
Telephone: 020-7385 0102 Facsimile: 020-7381 7676

Trad but quirky, The London Oratory School is a mainstream, Roman Catholic, all-through school with sixth form, situated in Fulham, south-west London. Founded in 1863 by the Fathers of the Oratory, we cater for boys aged seven to eighteen and have approximately 1,330 pupils enrolled. Girls are admitted to the Sixth form.

We encourage all staff to get involved in our vibrant school life. The school is committed to developing staff and growing their skillset through CPD. We have first class facilities, which all staff are encouraged to use (including daily refreshments, on-site parking, a state of the art gym and swimming pool).

An enthusiastic and committed person is required to join the Schoolkeeping team and assist with the provision and delivery of all premises-related services. The Estate Department's responsibilities include building and ground maintenance, energy management, safety and security, lettings and weekend opening. The department ensures that all duties are undertaken safely and provides a courteous, friendly and effective service. Candidates should hold a valid full driving license.

This school is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. The successful applicant will need to undertake an Enhanced Disclosure from the Disclosure and Barring Service.

APPRENTICE_SCHOOLKEEPER

OVERRIDING REQUIREMENTS

Job title

Apprentice Schoolkeeper

Terms of the engagement

The appointment is for a training contract as our Apprentice Schoolkeeper. The apprentice will be enrolled and sponsored on a Property Maintenance Officer Level Three qualification. The apprentice would receive support and mentorship in receive for training sponsorship in order to learn practical skills.

The Estate Management Team is led by the Site Manager and there are two other schoolkeepers. Working as part of a team is extremely important.

The standard hours of the post are 37.5 hours a week (excluding a one hour mid-day break each day). In term time the three schoolkeepers work on a rota of shifts, rotating every fortnight, so as to share evenly the early mornings and late evenings. The apprentice will have the equivalent of 7 hours a week spent on training and study time.

If there is an event in the evening, the schoolkeeper covering the third shift might start later to accommodate a later finish. During school holidays, the school is usually open from 7am to 6pm and, taking into account annual leave, shifts are co-ordinated appropriately with one schoolkeeper opening up and another closing.

Overtime, at the standard hourly rate, may be payable for evening or weekend working but not without the prior consent of the Site Manager. The School is frequently open on Saturday mornings in term time and one of the Schoolkeepers is expected to be on duty.

The appointment is subject to the provisions of the Handbook for Non-teaching Staff. This is a full time, year round position.

Salary

£20,000 - £25,000 per annum, deepening on experience based on 37.5 hours per week

Annual Leave

The annual leave entitlement is 25 working days (excluding public and bank holidays), to be taken at times agreed by school and normally during school holidays.

Term

Fixed term for the duration of the apprenticeship in the first instance

Responsible to

Site Manager

Accountable to

Director of Finance and Operations

JOB DESCRIPTION

PURPOSE OF THE POST

The Schoolkeepers provide an effective caretaking service for the school.

The team are led by the Site Manager to provide and deliver of all premises-related services and maintenance, with the exception of the cleaning department. The Schoolkeepers ensure that all duties are undertaken efficiently and safely across the school site. The Schoolkeepers are expected to undertake any reasonable duty or activity which may arise from any area of responsibility.

The responsibilities set out below may be varied from time to time. The duties, activities and functions for which the Schoolkeepers are responsible include the following:

1. Building and Grounds Maintenance
2. Heating, Lighting and Energy Management
3. Resources
4. Safety
5. Security
6. Lettings and Weekend Opening
7. General Site Care Functions and Services

1. BUILDING AND GROUNDS MAINTENANCE

- Ensure the good condition, presentation, upkeep and maintenance of the premises and external areas at all times;
- Assist with minor/simple maintenance and repairs e.g. Minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Basic operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking and emergency cleaning duties
- Undertake activities to maintain safe and clean external environment e.g. Gritting
- Take reasonable steps to eliminate potential hazards carrying out all necessary remedial action;
- Ensure grounds, lawns, flower beds, shrubs and trees are litter free; carry out sweeping, leaf clearance, litter bin emptying, litter collection and removal; and
- Manage and supervise all vehicular access to the site in accordance with the instructions of the Site Manager.

2. HEATING, LIGHTING AND ENERGY MANAGEMENT

- Assist the Site Manager in the efficient and economic use of heating, mechanical and electrical services to the establishment;
- Report and record faults and failures of plant or systems, etc., and ensure all follow-up action is taken to aid prompt repair; and
- Regularly check and monitor correct functioning of all systems, clocks and thermostats. Guard against frost damage or fuel wastage to services and excessive consumption of water.

3. RESOURCES

- Undertake basic record keeping as directed
- Refill and replace consumables e.g. Soap and towels
- Report faulty equipment and other maintenance requirements to appropriate person
- Maintain the security of school premises by reporting potential security breaches
- Assist with the receipt, distribution, collection and dispatch of goods
- Ensure lights and other equipment are switched off as appropriate; and
- Carry out delegated ordering and purchasing functions, maintaining stock control, record-keeping and providing budget estimates as required by the Site Manager and Procurator. Work must not be undertaken by third parties without provision of a quote and approval by the Site Manager or Procurator;

4. SAFETY

- The Schoolkeepers shall assist the Site Manager in the maintenance of a safe and healthy working environment. Duties will involve knowledge of fire precautions and the use and maintenance of fire fighting equipment and the identification of other existing or potential hazards and their elimination.
- Ensure that all work areas, particularly those associated with fire escape routes are kept free from obstructions;
- Ensure that all fire escape doors are properly identified. Ensure that all fire escape doors are unlocked and accessible when the establishment is occupied;
- Carry out and record weekly tests to fire alarm systems to ensure correct operation. Inspect and report any fault or failure to fire fighting equipment, keeping accurate records of tests, maintenance and use;
- As far as is reasonably practical, ensure that snow and ice is cleared from entrances and exits and safe access routes to all buildings are maintained for pedestrians, essential deliveries and emergency vehicles;

- Ensure that all safety doors [to lift shafts, motor rooms, boiler rooms and intake rooms] are identified and secured against unauthorised entry;
- Ensure that allegations of misconduct or improper behaviour involving pupils or users of the school premises are reported to Director of Finance and Operations; and
- Ensure that appropriate and adequate lighting is switched on and off as necessary at night or other times of darkness.

5. SECURITY

- Act and be registered as a key holder (along with others) for the premises responding to Police, alarm call-outs and other emergencies;
- Be responsible to Director of Finance and Operations and Site Manager for the overall security of the school;
- Respond to and challenge intruders and take appropriate action in respect of all incidents and summon appropriate assistance;
- Notify Site Manager and Procurator of all incidents of theft or burglary to the premises;
- Complete reports, forms, etc., relating to incidents, thefts, break-ins if requested;
- Ensure that all intruder alarms are properly set and re-set and operated in accordance with the Intruder Alarm Code of Practice [1984]; and
- Liaise with security contractors and engineers as required.

6. LETTINGS AND WEEKEND OPENING

- At the request of Director of Finance and Operations or Site Manager, assist for the preparation of the premises for all lettings and functions;
- Work during some weekends and, when not working, be prepared to attend the premises in the event of an emergency; and
- Be responsible for assisting with and organising the arrangement, display, transport and assembly and disassembly of all materials, furniture and exhibits, etc., for exhibitions, lettings or other events at the direction of Director of Finance and Operations or Site Manager.

7. GENERAL SITE CARE FUNCTIONS AND SERVICES

- Ensure that goods and materials are properly received and, as far as is practical, that they are delivered to where they are to be used and/or stored. This shall involve identifying damage to packages and verifying that quantities delivered are in accordance with delivery notes;

- Maintain adequate stocks of material and equipment (such as light bulbs, refuse sacks, batteries) as far as storage permits. This will involve keeping records of usage of materials, and stocks held and re-ordering as necessary. This will include completing requisitions, orders and annual or spot audits and completing appropriate inventories from time to time or as required;
- Arrange for access to the premises at any reasonable time for authorised contractors, staff, users or other authorised persons as required/agreed by Director of Finance and Operations or Site Manager;
- Assist in receiving, distributing and setting out furniture and associated equipment to required locations as requested;
- Visit shops, suppliers, or service departments for the purpose of collection and delivery of items as may be required or requested;
- Ensure the efficient operation of all water services including waste water services, e.g. Drains, gulleys, etc. Undertaking routine maintenance, overhaul or repair as necessary and reporting defective items requiring major repair;
- Follow approved pest control procedures including the notification of pests or vermin to nominated pest control contractor, and keeping the Site Manager fully informed at all times;
- Arrange the collection, from suitable locations, of items including laundry, keys from locksmiths, items for dispatch, repair and such other items as required;
- Co-operate with and assist staff, contractors and visitors to the premises as required or requested;
- Be responsible for repainting graffiti-spoilt surfaces and organising, as requested, the re-decoration of internal painted surfaces using approved materials, methods and practices. To repaint damaged or graffiti-spoilt surfaces to a safe working height not exceeding 4m from floor level; and
- Directly undertake any other reasonable approved activity consistent with the role of schoolkeeper that the postholder feels would fall within their competence, or for which training has been given, that improves the quality of service, support or comfort to users of the premises or that improves the fabric or condition of the premises.

PERSON SPECIFICATION

Skills

No experience is necessary for this post and we will offer skills based, practical training to the postholder. Some experience of undertaking a range of caretaking and cleaning duties would be preferred.

Attributes

- Willingness to undertake induction training
- Willingness to participate in further training and development opportunities offered by the school to further knowledge
- Willingness to maintain confidentiality on all school matters
- Ability to relate well to children and adults
- Some knowledge of the main Health & Safety Regulations, and how they apply in a school
- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures
- Willingness to gain knowledge of health and safety procedures and precautions
- Willingness to gain awareness of COSHH regulations
- Ability to work effectively and supportively as a member of the school team
- Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date