



BUCKINGHAM PREPARATORY SCHOOL
AN INDEPENDENT SCHOOL FOR BOYS

ASSISTANT CARETAKER (PART-TIME)

Job Description

JOB PURPOSE: <ul style="list-style-type: none">To carry out general caretaking duties around the school site including maintenance, cleaning and gardening.To drive and carry out basic maintenance and care of school minibuses as required.
REPORTING TO: <p>The Headteacher and School Bursar</p>
LIAISING WITH: <p>Headteacher, Assistant Site Manager, Bursar, School Administration Team, Cleaning Team</p>
KEY RESPONSIBILITIES: <ul style="list-style-type: none">To work alongside Assistant Site Manager to fulfil all requirements to maintain the school premises, playgrounds, gardens and minibus provision.To support School's policies on health, safety and security.To ensure that premises remain safe, secure, clean and tidy for effective working.
MAIN DUTIES <ul style="list-style-type: none">To drive school minibuses when required. (D1 Licence required – training will be provided if necessary).To clean school vehicles internally and externally if required. Refuel and oversee maintenance regime of vehicles.Carry out general maintenance throughout the school premises including moving/positioning furniture according to timetabled activities.Carry out small/minor repairs and decoration where necessary.To use DIY skills to construct various items as requested by Headteacher.To run occasional errands off site.To oversee any external contractors whilst working on site and liaise with Bursar regarding any building/equipment contractors.Assist with periodic tests of fire and intruder alarms.To act as a Fire Marshal (training will be provided)To assist Assistant Site Manager carry out any maintenance jobs required during school holiday periods e.g. floor polishing, carpet cleaning, deep cleans etc and/or oversee any external contractors as necessary.To conduct checks of the buildings and grounds before the school day and at the end of the school day to ensure all safety and security requirements are met.

- To report any problems or defects to the Headteacher as soon as possible.
- To be a school key holder and to lock up/unlock the school when required.
- To respond to any alarm out of hours if required (monitoring team used).
- To be available on an ad hoc basis as required by the Headteacher for occasional weekend events.
- To work as a part of team with the other school maintenance staff.
- To run errands as required by Head.

- To carry out any other such duties relevant and reasonable to the role as required by the Headteacher or Bursar.

PERSONAL & PROFESSIONAL CONDUCT

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within & outside school

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to working with young children.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Follow the BPS 'Code of Conduct' as agreed at offer of employment.

Have proper and professional regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality

Have an understanding of, and always act within, the frameworks which set out their professional duties and responsibilities.