



CARETAKER – 1-year Fixed Term Contract

(From Monday 28th August 2023 to Friday 30th August 2024)

Hours: 45 hours per week (07:45am to 16:30am per day and once every 3 weeks (on a Wednesday for locking up) 07.45am until 20.30pm)

3 Saturday events – dates TBC for Quiz Night, Fireworks, and KASonbury

Reports to: Facilities Manager

Salary: £29,629.00 per annum

Summary:

To assist the Facilities Manager in providing caretaking services for the Manor Wood and Ivy Wood locations, including grounds maintenance support, security, health and safety and emergency response works, and for Sports' Department maintenance. The Caretaker will work in a small, friendly Caretaker team to ensure the grounds and sports facilities are safe, well maintained and presentable. They will also take responsibility for the School farm.

For caretaking purposes the sites have been split into three – Manor Wood Lower School, Manor Wood Upper School, and Ivy Wood. This post covers our Ivy Wood site but also requires work to take place on the main school site at Manor Wood.

Responsibilities:

Carry out **caretaking services** covering the following:

- Daily setting up and checks for the Ivy Wood site, ensuring all compliance with Early Years legislation for health and safety is met
- Vigilance for and appropriate response to emergency situations, e.g. water or gas leak, risk of electrocution, risk associated with broken glass, sharp edges, etc.
- gutters, sumps and drains to be cleared
- light fittings to be maintained and checked
- emergency light fittings to be maintained and checked; replacing lamps, tubes and plugs as necessary
- service washroom areas with additional cleans as and when required and restock paper, soap, waterless urinal cartridges, etc.
- respond to urgent requests to clean up after a spill, someone has been sick, etc.
- work with other members of the team to check play equipment is in a safe and satisfactory condition; in accordance with training arranged by the Facilities Manager. Once weekly inspections are completed, pass appropriate paperwork to FM.
- service meeting requirements including furniture layout, stage set-ups, delivery of refreshments, etc.
- cover for absences of other maintenance staff
- liaise with suppliers to repair and service lockers
- operate boiler controls and timers to maintain services, in accordance with training from Facilities manager
- ensure all hard surfaces, paths and grounds are clean, tidy and free of litter, including bin areas (bins should be kept washed and cleaned)
- driving duties and general upkeep of the School Minibuses, including weekly vehicle checks, taking minibuses to local garage for MOTS, servicing, repairs, and Section 19 checks

- take an active role in the maintenance and monitoring of the condition of the fabric of the building and fittings by undertaking regular inspection and noting any repairs needed.
- undertake handy person duties including day to day repairs of a minor nature to window frames, doors, skirting boards and plaster work and minor paint repairs to doors, windows, classrooms, woodwork etc.
- glaze and board-up windows (not exceeding half a metre square) and doors as and when required.
- remove or paint over graffiti as and when necessary.
- undertake other minor improvements which do not affect the structure of the building e.g. putting up shelves, replacing coat-hooks, hanging pinboards, notice boards, bookshelves, fixing rails and hanging curtains etc., and to do this within the financial plan in consultation with the Facilities Manager.
- **Farm:** provide daily farm support – this includes duck bath change every two days, one hutch clean each day on rotation, and scraping, sweeping up, and bagging rubbish which should be taken to bin store.
- **Sports maintenance:** ensure the two Astro courts are litter picked and kept clear of debris from surrounding trees on a regular basis (daily in autumn and winter)

Other relevant factors:

- The school premises are used during the evenings and weekends for school activities and by outside hirers. The postholder will be expected, by mutual agreement with the Facilities Manager, to share preparation and attendance duties for such lettings.
- On occasions the postholder may be required to work in addition to normal hours. Flexibility on these occasions is expected, and payment for such time will be at the School's overtime rate.
- The postholder is expected to maintain the highest levels of confidentiality and integrity, and uphold the ethos of the School as set out in School policies.

Person specification:

Qualifications and Experience

Essential

- Experience of providing grounds maintenance services in a commercial or not for profit environment.
- Full, clean driving licence with D1 to be able to drive school minibus

Desirable

- An understanding of health and safety issues appropriate to School grounds and Sports maintenance.

Training will be provided to the right candidate.

Personal Qualities

Essential

- A patient and friendly manner with a flexible approach to work and a willingness to work as part of a team

- Good communication skills, including the ability to receive, record and transmit messages accurately and quickly
- Hard working with an ability to meet the demands of a busy School.
- Self-motivated, able to take initiative and work without direct supervision
- Strong at building relationships and eager to work with students, staff and contractors

Other relevant factors:

- The post holder will be expected to maintain a level of fitness appropriate to the responsibilities of the post, including the ability to move heavy items of equipment
- Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking this work

We encourage people from all sections of the community to apply and particularly welcome applicants from groups which are currently under-represented in our workforce.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and conviction can be found on the Disclosure and Barring Service website or at Unlock.