



Rosemary Works School

1 Branch Place

London N1 5PH

Tel: 0207 7393950

E: learn@rosemaryworks.com

Job Title: School Caretaker

- Salary of £18,720 - £20,280 depending on skills and experience
- Part time role – 30 hours per week Monday – Friday 7.45am – 2.45pm all year round
- Permanent Position
- Key holder and Out of Hours cover
- 28 days annual leave
- Pension

We are currently seeking a hardworking, skilled, dependable and self-motivated Caretaker to join our small friendly school. We require someone who will contribute to the smooth running of the school by organising and undertaking the caretaking, maintenance, cleaning and security of the school site, equipment and grounds. The successful candidate will have caretaking or general maintenance skills, together with a knowledge of Health & Safety legislation and procedures.

Your main duties will be:

- To keep the school and grounds safe, tidy, presentable, free of litter and debris on a daily basis
- Small repair works, maintenance and making safe the fabric of the building.
- Minor refurbishment and redecoration.
- Some cleaning duties, and janitorial duties.
- Portage of stock, furniture, equipment and other items within the school building.
- Reporting of repairs or maintenance issues.
- To oversee work being carried out on the premises by external contractors

A completed online application form is available [here](#) and we would like you to upload your CV and supporting statement to: learn@rosemaryworks.com

The closing date for applications is 19th February 2020

We urge you to come and see us. Send us an email or give us a call to arrange a visit.

Rosemary Works School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK and/or criminal policy checks for all other countries lived or worked in for a period of 3 months or more since the age of 18 (irrespective of whether they worked in those countries).

School Caretaker Responsibilities

Purpose of the Post:

To ensure that our facilities and site are well maintained and used effectively and safely by staff, pupils and visitors. You will be expected to help provide an exceptional and safe site for the teaching, learning and the wellbeing of our pupils, staff and visitors.

General

1. Ensure that buildings and school site are kept secure at all times
2. Ensure that all equipment, furniture and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse.
3. To carry out any other duties from time to time as may be required by the school management team.
4. To perform duties in line with Health and Safety requirements, showing due consideration for the health and wellbeing of yourself, pupils, parents, visitors and staff.
5. To take remedial action where hazards are identified and to report serious hazards to the Management Team immediately.
6. To maintain confidentiality
7. General portering duties and moving of furniture
8. Checking damage/security every morning on arrival
9. Where necessary, finding 3 quotes for supply of goods or services relevant to your work
10. Keep a diary of your tasks, which can be added to by Management Team

Site Security

1. To monitor the security of the buildings and grounds, carrying out procedures in accordance with relevant school and Trust policies, taking all reasonable steps to minimise loss or damage to the property of the school, its employees, pupils and other users of the site.
2. To take responsibility for the unlocking of the school and ensure that the site is safe and secure at all times.
3. Ensure that security equipment, including CCTV, burglar alarms, locks, windows etc are maintained and operational.
4. Holding keys for all external entrances, and ensuring spare keys are kept in case of your absence.
5. Responding to and re-setting of the school alarm.
6. Act as main key-holder and first point of contact in an emergency callout situation.
7. Carry out, or allow access for emergency repairs to be carried out, on the premises during unsociable hours or at the weekends.
8. To be on call in case of out of hours emergencies. On-call staff should be immediately available by mobile phone and close enough to the school to respond to the emergency.

Site Maintenance

1. To help deliver a programme of preventative maintenance and oversee external contractors.
2. To carry out tasks including painting/decorating, carpentry, plumbing etc.
3. To communicate with external contractors, including instruction concerning the general code of behaviour expected of those working in schools, safeguarding and health and safety procedures.
4. To ensure that all work is consistently completed to a high standard.
5. To undertake general repairs to furniture and premises if and when required.
6. Sweep playgrounds and paths, pick up litter or other debris from grounds including flowerbeds, pond.
7. Report to council if street cleaning/weed clearance has not been carried out.
8. Clear and disinfect all drains regularly.
9. Keep all external ground free from slip and trip hazards, including: litter, surface damage, wear and tear, edging etc.
10. Keep paths and entrances free from snow and ice, to ensure the safety of students, parents staff and visitors. This might require attendance before the building opens in the morning.
11. Keep rain gutters in good repair and free from blockage.
12. Maintain external decorations to ensure building and woodwork are air and water tight, and presentable to clients.
13. Maintain external fencing to ensure safety and security
14. Ensure the rear yard outside the kitchen is tidy and clear from rubbish, debris, old and damaged equipment etc. **at all times.**
15. Ensure waste is not kept on site, but stored in bins for collection by waste or recycling contractors. Report to contractors or school office if waste is not cleared according to contract, or if additional collections are required.

Outdoor Equipment

1. Ensure that play equipment is maintained in good repair, and withdraw from use or **securely** cordon off unsafe equipment. Report items that must be replaced or professionally repaired.
2. Report faulty equipment immediately so that it can be returned to supplier within warranty if possible.
3. Work with staff and parents to ensure that play equipment is stored away safely, tidily and securely.
4. Keep buggy and cycle/scooter parking areas tidy and well organised
5. Ensure that cleaning equipment, maintenance equipment, materials and tools are stored securely and safely in the shed/in their correct place.

Maintenance

1. Undertake basic maintenance of heating, lighting, plumbing and security systems.
2. Undertake basic maintenance of kitchen equipment
3. Maintain lighting and replace bulbs as necessary
4. Maintain internal decorations and flooring to a safe and clean standard
5. Arrange for termly cleaning of ground floor external windows
6. Arrange annual cleaning of all windows and carpets
7. Carry out repairs as requested, always making good to any damaged areas and decorations.

Events

1. On occasion to assist with out of hours events on evenings and weekends.
2. Liaise with the head and the administrator to establish duties for each event.
3. Preparation of hall, setting up of furniture and equipment for events

Heating, Lighting & Water

1. Ensure that all lights and heating are working effectively
2. Read electricity and gas meters as required, and ensure meters are accessible to external contractors
3. Be aware of the location of all stopcocks, and meters.
4. Ensure that the heating is switched on and off as required
5. Ensure the boiler house is tidy, clean and free from flammable materials
6. PAT test all electrical appliances at times agreed with Management Team, regularly check for safety and safe use.
7. Ensure doors are not jammed open, to avoid heat loss.
8. Ensure all sinks, basins and toilets have water available at the appropriate temperature
9. Ensure all sinks, basins and toilets are kept free from leaks and blockages

Cleaning & Tidying

1. Occasional jet washing of external walls and grounds
2. Occasional cleaning of areas not part of contractors' daily cleaning schedule (eg. chairs, under the stairs, hard to reach areas)
3. Report to management team if cleaning contractors' work inadequate
4. Deal with emergency spills
5. Ensure redundant equipment or materials are disposed of or quickly repaired.

Health & Safety

1. To comply with the requirements of the Health and Safety at Work Act and all other applicable guidance, approved codes of practice and regulations.
2. To comply with any other action plans related to Health and Safety instruction
3. To ensure appropriate risk assessments are read, understood and put into practices.
4. To inspect the premises routinely for health and safety hazards.
5. To ensure all site related issues which represent a health and safety hazard are reported or acted on.
6. To take appropriate action in an emergency.

Other Duties

1. To routinely check the washrooms, restock hygiene materials, and ad hoc clean up.
2. To attend to spillages and other urgent cleaning when required
3. To carry a mobile phone and respond when called.
4. To take time to read notices, keep to deadlines and carry out your duties to the best of your ability.

The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by the Senior Leadership Team. All duties are subject to periodic review and job descriptions can change according to the needs of the School.

Person Specification:

| <u>Qualifications and Training</u> | <u>Essential</u> | <u>Desirable</u> |
|---|-------------------------|-------------------------|
| Relevant qualifications (eg facilities management, plumbing, electrical etc. | | ✓ |
| Full UK Driving License | ✓ | |
| Health and Safety at work qualification | | ✓ |
| Health & Safety qualification to NEBOSH certificate level | | ✓ |
| First Aid at Work qualification (prior to appointment) | | ✓ |
| Fire Warden Training | | ✓ |
| GCSE Maths and English to Grade C (or equivalent) | ✓ | |
| <u>Skills, knowledge and aptitude</u> | | |
| Good verbal and written communication skills, capable of conversing directly with external customers, senior management and contractors | ✓ | |
| Experience of managing outsourced services and/or contract management | | ✓ |
| Experience with statutory compliance including water, fire, asbestos etc | | ✓ |
| Experience of managing a site | ✓ | |
| Proven competency in Microsoft Office; eg Word, Excel, Outlook | | ✓ |
| Successful project management experience | | ✓ |
| Able to work independently with the minimum of supervision in terms of meeting standards and timescales | ✓ | |
| Excellent customer service skills | ✓ | |
| Excellent working knowledge of Health & Safety in the workplace | ✓ | |
| Professional manner, building and maintaining strong working relationships with staff, contractors and stakeholders | ✓ | |
| Commitment to own and team members Continuing Professional Development | ✓ | |
| Excellent organisational and administrative skills | | ✓ |
| Experience of educational organisation and procedures | | ✓ |
| Project managing building works, refurbishments and improvement works | | ✓ |
| Working knowledge of current building maintenance regulations and legislation, including plumbing, electricity and building regulations | | ✓ |
| <u>Personal Attributes</u> | | |
| Energy and enthusiasm | ✓ | |
| Resilient | ✓ | |
| Innovative | | ✓ |
| Flexibility & Adaptability | ✓ | |
| Team worker capable of motivating others and developing solutions to problems with others | ✓ | |
| Attention to detail and accuracy | ✓ | |
| Sense of humour | | ✓ |