

Job Description: Caretaker & Driver

Reports to: School Business Manager

Full time 7:30-15:30

42 weeks

Position start date: ASAP

Salary: competitive salary depending on experience and qualifications

Licence/Certification: Driving Licence (required)

The Orange Tree School is an independent school provision for young people aged 11-18 who will thrive in a small, therapeutic and nurturing environment.

The Orange Tree School team are passionate about providing opportunities for those students currently out of education or those who are not coping within the mainstream setting.

Our aim is to work consistently to provide excellence for every student. With a highly trained team, we support each student's individual needs, particularly focusing on those students needing a safe, but aspirational, environment to recapture an often lost passion for learning and creativity.

The Role

We are seeking an experienced, skilled and self-motivated person to fill the post of Caretaker.

Your main responsibilities will be:

- Undertake general repairs and maintenance around internally and externally, including decorating and repairs on furnishings and buildings.
- Proactively maintain the buildings and grounds as required.
- Perform duties in line with health and safety regulations (including keeping and updating an inventory and risk assessments of COSHH materials used on site) and take action where hazards are identified.
- Work with the School Manager and administration staff to arrange for contractors where needed (e.g. where qualifications or expertise is required).

- Work to ensure that the maintenance of the buildings is completed effectively and efficiently.
- Drive the students and staff to different activities.

Security

When on duty ensure the school premises and equipment are safe and secure at all times.

- Opening in the morning and securing school premises as required.
- Ensuring external /internal security gates and lights are operating
- Escorting contractors

Cleaning

To assist the School Business Manager with the general cleaning of the school and removal of rubbish and maintaining the bin area clean and secure.

- Ensure that spillage, vomit etc are removed promptly when the cleaner is not at school
- Ensure that the toilet paper, soap, paper etc. Are replenished as appropriate
- Ensure the cleaning materials are stocked and fill an order form when needed
- Update an inventory and risk assessments of COSHH materials used on site

Premises Maintenance

- Carry out minor repairs to school premises and equipment
- Arrange access to assist with contractors service Engineers, deliveries etc.
- Keep drains free flowing, including unblocking if necessary
- Carry out essential daily and weekly checks
- Clear snow and ice and spread salt on paths around the school during inclement weather
- Keep all areas of the school grounds and buildings free from litter and leaves, including flower beds, boundary fences and hedges and fire escape route
- Lubricate locks and gates
- Adjust the clocks to the correct time and replace batteries when required
- Ensure all lights are in good working order
- Ensure contractors sign in and out at reception

- Ensure all works are carried out in accordance with H&S procedures
- Ensure pest control measures are strictly observed
- Ensure all the sports equipment is working safely

Porterage

- Distribute goods and equipment around the school
- Move and set up furniture and equipment for assemblies, exams etc.
- Collect and deliver to and from local venues, including Post Office, timber and hardware stores etc.

Driving

- Drive students and staff on daily trips and activities scheduled.
- Ensure the vehicle is fully charged prior to each trip and daily checks are carried out.
- Follow the vehicles policy and procedures.
- Check the medical/safety kit in the vehicle and make sure it is stocked at all times

Health and Safety

- To report and log electrical defaults, switches etc. and take emergency action as necessary
- To check all high access equipment (ladders etc.)
- To report any hazardous occurrences and take appropriate action
- To run mains water for a specific duration to remove static water from pipes
- To carry out regular maintenance tests as required (temperature, emergency evacuation, fire tests etc.)
- To report defective electrical items

OTS Culture

- Support OTS values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships

- Help develop a small school/department culture and ethos that is utterly committed to achievement and well-being of all pupils.

Person Specification:

Qualification Criteria

- Ability to work as part of the SBM team and carry out duties as directed
- Experience in and understanding building maintenance requirements and the ability to carry out simple repairs and handyman tasks efficiently and effectively
- A willingness to undertake a wide range of tasks related to premises not necessarily in the Job Description, use initiative and problem solve
- Basic ICT skills
- Good basic general education
- Trade knowledge of plumbing and /or electrical is an advantage but not essential
- Driving Licence, preferably D1

Signed: _____

Name: _____

Position: _____

Date: _____