



## JOB DESCRIPTION

### Resident Caretaker

#### **Promote and exemplify the School Mission:**

'To prepare each child for life and inspire a love of learning.'

#### **Promote the School Values:**

- Respect, Kindness, Courage, Honesty, Resilience
- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

#### **1. Purpose of the job**

This post is residential and accommodation on-site will be provided as part of the role.

- To provide a range of general maintenance services and security across the school site.
- To work as part of an established Estates Team, input ideas, show initiative, enhance services.
- To provide facilities support at School events, to include evenings and weekends.
- To be on call in the event of an emergency, such as a fire alarm or burst pipe.

#### **2. Relationships (including accountability)**

- The post holder reports to the Estates Manager and is also accountable to the Bursar.
- The post holder works closely with colleagues in the Estates Team and seeks to establish professional working relationships with colleagues across the School.
- Participate in arrangements for professional development, including working with your assigned Staff Development Leader and Staff Buddy who respectively offer oversight for your performance and professional development.
- To be sensitive to the needs of the pupils.

#### **3. Duties & responsibilities**

- **Support the Estates Manager:** assist in ensuring and maintaining the highest standards of maintenance, safety and cleanliness throughout the School and its grounds.
- **Pro-active Maintenance:** contribute to a programme of planned maintenance, including painting and decorating, plumbing and general handyman tasks. Paying due attention to the daily and weekly events ahead to ensure tasks are completed in a timely, prioritised and safe manner. Suggest ideas for improvements to facilities and systems.
- **Re-active Maintenance:** complete minor, basic repairs to buildings, fixtures and fittings. Respond to emergencies such as floods and leaks. Clear up spillages promptly.
- **Emergency Response:** maintain fire safety and intruder alarm systems. Collaborate with the whole Estates Team and senior staff, acting appropriately as the circumstances demand handling emergency situations during the day and ad hoc out of hours as the need arises.

- **Site Security:** undertake site security including unlocking and locking of all buildings, with the exception of the Sports Centre. Paying due attention to personal safety during security lock ups and call outs incidents.
- **School Events:** work flexibly as part of the team to support evening and weekend school events, including setting up and clearing down events, be involved in coach and car park duties, assist with reinstatement of areas and site closedown on an evening or weekend shift.
- **Car Park:** oversee that the car park flow is unobstructed during drop off and pick up, ensuring health and safety standards are maintained at all times.
- **Manual Handling:** carry out a range of manual handling and working at height tasks i.e. lifting, moving and fixing equipment and furniture, use of school tools and work equipment including ladders, access equipment etc. Carrying and moving deliveries, use of estates machinery, helping to set up for various events such as exams, exhibitions parents' evenings, open days and social events. Movement of furniture and miscellaneous items as part of holiday works, and office moves. Remove rubbish and recycling to main skips or bins. Assist with road and path clearance in winter.
- **Health and Safety:** be vigilant in identifying risks to health and safety of pupils, staff and visitors across the School site and reporting faults to the Estates Manager and/or Bursar as they arise. To be familiar with and work within the required Health and Safety standards as laid out in the School's policy.
- **Miscellaneous Tasks:** support our in-house cleaners, as required, to maintain high standards of cleaning. Conduct litter picks of the School grounds. Monitor oil, electricity, propane and water supply. Check the minibuses water, oil and screen-wash levels. To carry out other duties to ensure the general smooth running of the School's day and events as directed by the Estates Manager and/or Bursar.

**General:**

- To cover for absent colleagues when required.
- To participate in team meetings and training sessions relevant to the job to enhance existing or acquire new skills and knowledge.
- To ensure punctuality and example in attitude, manners and dress (work wear is provided).
- To support and uphold the School's policies.

**4. Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.



## PERSON SPECIFICATION

### Resident Caretaker

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• Hold a full valid driving licence with access to a vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification in property maintenance and/or building maintenance at City and Guilds level or above</li> <li>• Health &amp; Safety qualification (IOSH Managing Safely as a minimum)</li> <li>• Current qualification in First Aid (training could be offered)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of basic DIY tasks and ability to complete these to a good standard</li> <li>• Experience of using hand and electric tools</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of operating and maintaining building services such as plumbing, electrics, carpentry</li> <li>• Experience of residential caretaker role</li> <li>• Experience of working in a busy school environment or similar</li> <li>• Experience of driving a minibus, with D1 or equivalent</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Working knowledge of health and safety compliance</li> <li>• Able to read technical manuals and drawings</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in a particular maintenance related trade</li> <li>• A knowledge of Safeguarding Children</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Able to carry out general repairs and maintenance to a high standard</li> <li>• Able to troubleshoot and repair</li> <li>• Good verbal and written communication skills</li> <li>• A team player with the ability to work as part of a team</li> <li>• Able to take initiative and work independently</li> <li>• Manual dexterity and physical stamina</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office, Word, Outlook and Excel</li> <li>• Understanding of the role of an independent school</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Willingness and ability to work to a flexible routine altering hours of work to accommodate School events and responding to emergencies outside of hours when necessary</li> <li>• Reliability and integrity</li> <li>• Ability to take responsibility</li> <li>• Energy, enthusiasm, positivity and a can-do attitude</li> <li>• Enthusiasm to learn new skills</li> <li>• Commitment to promoting and safeguarding the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to professional development and show a wiliness to undertake appropriate training for the role</li> </ul>