



School Caretaker

We are seeking to employ a friendly and motivated School Caretaker to join our Maintenance Team. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to: The Clerk of Works

Pay: University of Cambridge Salary Spine points 3.3 to 3.10 depending on experience.

Hours: 37.5 hours per week working shift pattern 14:00-22:00, with half hour unpaid break. Flexible working hours may also be required in the case of emergency or staff shortage.

Pension: The School operates a defined contribution pension scheme which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.

Start date July 2019

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 35 boys who board, including our choristers. We offer full boarding, weekly and flexi-boarding. All Choristers are required to board. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

The choristers are occasionally required to be at school during holiday time (e.g. Christmas and Easter), and therefore, the Caretaker may be required for occasional duties.

The Maintenance Department

The Maintenance Department is a busy group with a friendly team of 5 working together to maintain the grounds and buildings of the entire school site.

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		
Experience	Prior experience working as part of a maintenance team.	Experience of working in a school or similar environment with children and young people (either paid or unpaid).
Knowledge	Practical DIY skills to carry out minor repairs. Good problem solving skills. Awareness of health, safety, security and hygiene issues	Basic computer skills. Ability to use your initiative.
Skills & Ability	Effective communication skills, both in verbal and written format. Ability to work effectively as part of a team and to apply given instructions. Ability to react calmly and quickly in an emergency. Polite and friendly. Reliable and practical	A good sense of humour. Making minor repairs and maintaining small equipment. To be reasonably fit to cope with any lifting and carrying involved. A willingness to work flexibly

The Role

To work as a member of the Maintenance Team as directed by the Clerk of Works in the following areas:

Security The Caretaker will lock Grange Road vehicle gate and rise and fall barrier when required. The Caretaker will maintain a duplicate key cabinet and ensure that an accurate record of all keys held and issued is maintained. They will reset the fire alarm after routine or emergency drills, conducting a weekly test with the Clerk of Works (or in his absence School Bursar) when required. They will check the Swimming pool and its covers during the season. They are also responsible for ensuring that rooms and buildings are unlocked and locked as required during the school term and holiday periods.

Furniture and equipment. The Caretaker will assist with deliveries to the School. They will help members of staff with heavy lifting and moving tasks when so requested.

Maintenance. The Caretaker will carry out minor maintenance tasks as directed by the Clerk of Works, including change light bulbs and tubes as necessary around the School, and hold a sufficient quantity of stock for this purpose. Any faults found will be reported to the Clerk of Works.

School Tidiness. The Caretaker is responsible for the general tidiness of the School; ensuring that

gutters and drains are kept free of leaves and rubbish. Also ensure the rubbish bins are emptied by Cambridge City Council as per contract. They will assist with gardening duties as and when required so long as other duties are up to date.

Assembly Hall. The Caretaker will ensure that the Assembly Hall and the Sports and Cultural Centre is made ready for events, meetings, assemblies and hiring's, and that all lighting and heating is functioning as required, including the need to liaise with members of staff who, by the same token must brief the Caretaker as to their requirements.

General. The Caretaker will be the point of contact within the School for visiting salesman, traders and contractors, directing them to the School Office for issue of a visitors' pass, and then to specific members of staff as required. They will be responsible for all other tasks as may be detailed by the Headmaster, School Bursar and Clerk of Works. They will carry a mobile telephone for contact purposes throughout the School. They will set out equipment in the SCC as required by clubs hiring the facility, then put away the equipment as required. Some cleaning of the main hall may be necessary. They will ensure all visitors have left the buildings prior to locking the facilities.

Out of Duty Hours. The Caretaker will be the first point of contact for any emergency maintenance requirements that may arise during out of work hours, calling upon the Clerk of Works for back up as and if necessary.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To communicate to the School Bursar anything regarding general welfare and safety of the pupils in and around the school.
- To be familiar with the School's fire safety procedures and participate in fire drills.

Child Protection:

- To be familiar with the School's Child Protection Policy and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Benefits

- Meals provided when on duty during term time
- Staff health scheme
- Childcare Voucher Scheme
- Cycle to Work Scheme
- University discount card
- Use of School sports facilities

- The School participates in the Now Pensions Auto Enrolment scheme.

Terms and conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

Candidates should return the application form, together with a handwritten letter of application, by 5pm, Monday 15th July 2019 to Mr Alan Robinson, Clerk of Works, King's College School, West Road, Cambridge, CB3 9DN; e-mail: office@kcs.cambs.sch.uk. Interviews will be held at the School during the week commencing Monday 22th July 2019.

July 2019