



## Job Description

### School Caretaker/Handy Person

**Salary:** Competitive

**Reporting to:** Headteacher

**Location:** Crown House School, High Wycombe

**Hours:** 7am – 10am Monday to Friday, during the school holiday periods these hours are flexible

#### What We Are Looking For

Crown House is looking for an enthusiastic addition to our exceptional team, someone who understands the importance of maintaining school premises to support the education of young children.

#### About Us

Crown House is a family based, co-educational preparatory school with an outstanding local reputation. We place significant emphasis on providing a safe environment in which the children in our care will be nurtured and receive a well-rounded education from exceptional teachers and staff.

#### Main Duties & Responsibilities

The successful candidate will:

- Ensure heating is efficiently and effectively operated and make adjustments as necessary (the school has a biomass boiler system supporting underfloor heating)
- Be responsible for maintaining the security of the premises and its contents in accordance with the school's current requirements
- Open up the school
- Be able to drive the school's minibus
- Manage cleaning and contractors
- Clean light fittings and test lighting systems and replace, where necessary, minor parts such as tubes, bulbs, fuses, in accordance with safe working practices

- Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required
- Ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free
- Be responsible for ensuring clear and safe pedestrian access across the playground, particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
- Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required
- To undertake tasks as required including setting up and clearing away furniture
- To undertake handypersons duties as directed by the Head Teacher as outlined below:
  - Painting and Decorating – as required
  - Joinery - First line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism etc
  - Internal Glazing – Remedial action after break-ins, for example boarding up of broken windows
- Stock control of items such as fuel, grit, toiletries, light bulbs/tubes
- To report emergencies in the case of faults with gas, electric and water supply to the Head teacher, and report minor faults on site to the School Office
- To attend to, where necessary, personnel visiting the site such as contractors
- To carry out general grounds maintenance
- To clean the internal face of external windows and other internal glass within the limitations of safe working practice
- To comply with the requirements of Health and Safety, other relevant legislation and School policies
- To understand and comply with the School's equal opportunities policy
- To carry out any other reasonable duties within the overall function of the job
- Carry out all duties in accordance with Health & Safety and Safeguarding Policies

## Person Specification

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<ul style="list-style-type: none"> <li>• Willingness to undertake staff training.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ1 Cleaning Building Interiors</li> <li>• NVQ2 Cleaning Building Interiors</li> <li>• City &amp; Guilds Cleaning Science</li> </ul>
<u>Experience</u>	<ul style="list-style-type: none"> <li>• Experience of working within a similar setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of security duties in a school.</li> <li>• Previous caretaking experience.</li> <li>• Experience of working with air conditioning/heating systems.</li> </ul>
<u>Skills</u>	<ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• The ability to work alone and use own initiative.</li> <li>• Able to undertake administrative tasks relevant to the role.</li> <li>• Able to undertake day-to-day repairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills.</li> </ul>
<u>Knowledge</u>	<ul style="list-style-type: none"> <li>• Knowledge of Equal Opportunities and Safeguarding policies.</li> <li>• Understanding of cleaning a range of materials.</li> <li>• Good knowledge of Health &amp; Safety systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of air conditioning and heating systems.</li> <li>• Awareness of working within a school environment.</li> </ul>
<u>Personal Competencies &amp; Qualities</u>	<ul style="list-style-type: none"> <li>• Enthusiastic and hard working.</li> <li>• Willing to continue to learn and professionally develop.</li> <li>• Be able to attend the site at short notice, in the event of an emergency.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be able to communicate clearly under pressure.</li> </ul>	
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### **Checking Process**

The successful candidate will undergo pre-employment checks. These include, but are not limited to:

- Disclosure and Barring checks
- Presenting full work history
- Provide satisfactory references