



**Bickley Park School  
Administration and Premises Department  
Job Description**

<b>JOB TITLE</b>	<b>Premises &amp; Caretaking Operative</b>
<b>DEPARTMENT/SECTION</b>	Administration & Premises
<b>Overall objectives of the job:</b> The primary objective is to support the Estates Manager by playing a key role in the effective management, maintenance and upkeep of the school site to ensure a safe, clean, comfortable and compliant environment for all staff, pupils and visitors.  The role holder will be expected to split their working week between the Pre-Prep and Prep school sites.  All duties to be undertaken in accordance with the relevant regulations and standards, BPS policies and procedures.  All staff are expected to work in line with the BPS values.	
<b>Reporting line (organisation chart):</b> <div style="text-align: center;"><pre>graph TD; A[Estates Manager] --- B[Premises &amp; Caretaking Operative];</pre></div>	
<b>Background and experience necessary:</b> <ul style="list-style-type: none"><li>• Previous experience in a premises maintenance or facilities management role, preferably in a school, education or leisure establishment.</li><li>• Experienced and skilled in internal and external decorating, repairs and general maintenance of buildings is essential.</li><li>• Experience of basic electrical repairs, maintenance and installation and PAT testing would be desirable.</li><li>• Experience of maintaining a swimming pool is desired but not essential (extensive training will be provided)</li><li>• Ability to confidently use relevant equipment, materials and chemicals.</li><li>• Detailed knowledge and understanding of the security of premises.</li><li>• Physically fit to cope with lifting and carrying.</li><li>• Possess a clean UK Driving Licence</li></ul>	

**Key Competencies and Personal Skills required:**

- Health & Safety training to operate in the role including, but not limited to Manual Handling, Fire Safety, Working at Heights, Asbestos, COSHH.
- Understanding of and compliance with child protection procedures and lone working.
- Hold and maintain a valid Pool Plant Operator Certificate (training will be provided)
- First Aid Trained.
- Be proficient in the use of basic IT software systems and Apps including MS Office, Outlook Teams and others when required.
- Be able to work as both part of a team and as a lone worker.
- Be self-motivated and possess a positive, 'Can do' attitude.

**Principal duties and responsibilities:**

- Responsibility for the general internal and external upkeep and decoration of all school buildings including painting, decorating and general repairs.
- With the Caretaker, share the responsibility for basic plumbing, heating, lighting and electrical repairs and maintenance of the school buildings.
- Checking and maintaining play areas and outdoor equipment, paths and driveways, including gritting of premises in icy weather.
- In conjunction with the Caretaker, be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the Bursar.
- Responsibility for the accurate preparation, recording and maintenance of all premises schedules, Health & Safety records, licences and logbooks.
- With the Caretaker, share the responsibility for portering duties including the efficient management and distribution of deliveries, moving of furniture, staging and equipment.
- Assist in setting up for school events, assemblies, parents' evenings, BPSA, church services/speech days. (Some evening work may be required with an additional allowance paid)
- Oversee the school waste disposal/recycling processes.
- Undertake PAT testing of appliances and equipment (training will be given)
- Manage the cleaning and roadworthiness of the school vehicles.
- Ensure that dangerous substances and equipment are used and stored safely and in accordance with COSHH regulations.
- Support the Caretaker with managing weekday and weekend hires, including opening, closing and facilitating (additional allowance paid for weekend work)
- As a (qualified) Pool Plant Operator, support the Caretaker/Pool Plant Operator with the management and maintenance of the school swimming pool and surrounding area, including dosing and filtration systems, pool water testing, chemical management, cleaning and general maintenance, to ensure all relevant safety standards are met.
- Assist Domestic staff with general cleaning, when required.
- Assist the Gardening staff when required.
- Liaise with 3<sup>rd</sup> Party suppliers and contractors where required.
- Attend weekly premises review meetings with the Bursar and Caretaker.
- Other duties as and when required to ensure safe and effective operation of the school.

**Staff reporting to this position:**

- None initially but may be some responsibilities over time.

**Contact/relationship with others (external and internal):**

- Swimming Pool & Caretaker Operative
- Estates manger
- Bursar
- Teaching and other Administration staff
- 3<sup>rd</sup> party contractors and suppliers

**This job description is not intended to be exhaustive in every respect and employees are expected to undertake any and all other reasonable and related tasks allocated to them.**

SIGNED: ..... DATE: .....