



JOB DESCRIPTION

JOB ROLE:	School Caretaker
RESPONSIBLE TO:	Head of Operations
JOB PURPOSE:	To work as part of the Estates team as a caretaker, undertaking maintenance tasks as required and to be responsible for the security and safety of the school buildings and site.

This post will be covered by two individuals working the following routine to fulfil the Maintenance operative and caretaking role on an 8 hour shift basis together with overnight and weekend cover.

Morning/Afternoon: Monday to Friday 06.30 – 14.30 maintenance work followed by a weekend off until 1430 on the following Monday.

Afternoon/Night: Monday to Friday 1430 – 1830 security and maintenance work and 1830 – 0630 overnight duties and the following weekend switching to days for the following week.

Weekends: Saturday 0630 to Monday 0630.

Specific responsibilities include the following, although this list is by no means exhaustive:

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities:

Site Maintenance

- To respond to job requests and within the expertise and experience of the post holder to undertake repairs, refurbishment, maintenance including include general electrical (fuses etc.), carpentry, plumbing, heating and ventilating, masonry, glazing, painting tasks and cleaning as required and report any unresolved matters
- Detecting any defects and malfunctions, promptly raising a job request where appropriate to record the requirement, and where approved by the Head of Operations required repairing, and refurbishing the same
- To ensure that all areas are kept safe from hazards and in particular that passageways and corridors leading to emergency exits are kept clear of chairs, cupboards and other objects which would obstruct proper access
- Maintain professional development by attending training sessions as required
- Read and understand site and building floor plans
- To cover duties of other site maintenance staff on an immediate basis in the event of sickness or absence, where possible.

Security

- To be a registered key holder and when on duty to be available for emergency call out at any time during the year, day or night
- From a base in the Estates Office and working across the site to be responsible for maintaining the security of the site premises and contents
- Daily opening and closing of school buildings and facilities (e.g. Swimming Pool) including the Abbey Church and Public Toilets. Liaison with the Admissions Department to open spaces for prospective parent and student visits. To include evening and holiday use at times as required
- Carry out a lock down procedure at exeats, half term and end of term to ensure the buildings are properly secured and fire and security risks minimized
- Maintain a presence around the school following agreed routes both outside and inside the buildings to deter intruders and detect any irregularities
- Respond to and reset the school alarms, liaison with the police and the alarm company
- Respond to security problems, check and secure the school premises subsequent to out of hours intruder alarm activation
- Monitor the Access Control System and Intruder Alarms
- Undertake tests of the school emergency Electrical Generator and be responsible for ensuring this is in good operating condition. Respond to power outages in the prescribed manner.

General

- React when on duty at unsociable hours or at weekends both during term-time and holidays to deal with problems; make emergency repairs or allow access to any contractor or service engineers who may be working on the site
- Visit Boarding Houses and other buildings on a daily basis and be proactive in reporting and undertaking maintenance tasks
- Ensure that clear passage is maintained on fire escape routes and that fire doors are kept closed
- Clean up spillages and deal with leaks in accordance with good Health & Safety practice
- Any other tasks requested by, or deemed appropriate by, the Head of Operations.

Heating, Lighting and Water

- Ensure heating plant and equipment is operating efficiently and effectively and make any adjustments as necessary. Report any failure of equipment
- Check oil tanks, Biomass Wood Pellet stores and LPG levels. Oversee deliveries providing the Operations Coordinator with a record of stock and deliveries
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Monitoring and setting of heating controls and boilers
- Resetting of Swimming pool pumps and boilers when there has been a power outage
- Be aware of the location of and access keys for all fuse boards, stopcocks, Gas and Electricity meters. Read Gas, Electric and Water meters as required
- Ensure that the boiler houses and electrical spaces are kept clean and tidy and ensure no flammable material is stored there.

General Information and Requirements

- The Caretaker will need to process some information via the School's computer systems. Relevant training will be given if required.

PERSON SPECIFICATION

Experience, Knowledge and skills

- General Maintenance skills are essential.
- Knowledge and practical understanding of Health and Safety procedures and risk assessments
- Experience of working in a School environment with children and young adults
- Ability to work without direct supervision but also as part of a team
- Ability to liaise with all School staff as well as contractors and suppliers
- Basic knowledge and experience of IT systems
- Due to the layout of the site, some driving may be necessary therefore a full UK driving licence is required.
- Excellent interpersonal skills are considered essential as are well developed organisational skills
- Ability to represent the organisation with confidence and credibility
- Self-motivation and high standards and expectations. Attention to detail and quality whilst securing best value
- Enjoy working in a large and busy environment
- To be positive and engaging
- Ability to work within a team and communicate with clarity and accuracy