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| Sir Roger Manwood’s School: Caretaker | |
| Salary | Kent Range 4 ( £18129 - £19239 ) |
| Working Time | 25 hours per week, 365 days  Two week shift pattern, working 7am to 12pm one week, and 4pm to 21.00pm the other  You will also be required to be on call 1 in 4 weeks for which a £75.00-month allowance will be paid plus overtime in the event of a call out. |
| **JOB DESCRIPTION**  Summary of Job: to be responsible for security, caretaking and general maintenance of the School\* site, so that the School functions effectively   * To respond positively and flexibly to the requirements of the School, as part of a dynamic and modern Premises Team, working to the Estates Manager, and contributing to the development of the site * To maintain the security of the site – opening and closing as required. * To cover holiday and call outs and lettings on a rota basis. Overtime for this will be paid. * To ensure contractors and delivery agents comply with School policies, including but not limited to those regarding access, safeguarding and health & safety * To carry out repairs and maintenance – to the inside and outside of buildings, including to fixtures, fittings and furniture; and to minibuses and other school equipment – including working at height where necessary * To participate in a rolling programme of decorations and improvements * To follow a Planed Preventative Maintenance Programme under the direction of the Estates Manager * To ensure all aspects of the site are kept clean, tidy and professional, working with cleaning staff, and other members of the Premises Team. * To monitor plant and utilities, including ensuring meter readings are recorded on the required basis * To maintain appropriate electronic systems for asset management, booking premises work, electronic calendars, * To monitor and record regular maintenance checks in respect of asbestos and water hygiene, as required * To participate in an appropriate porterage service around the site * To ensure equipment is set up and cleared as required, for the normal functioning of the school, for extra-curricular activities, and for lettings * To maintain appropriate levels of supplies, including cleaning, premises and hygiene products * To maintain minibuses and report all mileage for each journey to the finance department for departmental recharge * To maintain/gain certification relevant to the role * In the absence of the Estates Manager, to undertake aspects of their role, as agreed with the Estates Manager or the School Business Manager * To carry out any other relevant duties as required from time to time by the Estates Manager, the School Business Manager or the Headteacher   \*“School” as a term includes all aspects of the site – main school grounds, etc | |

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| **PERSON SPECIFICATION** | |
| **Essential** | **Desirable** |
| **Qualifications**   * A full clean Driving Licence is essential | * GCSEs in Maths and English, or equivalent evidence of ability * Qualifications/certifications in a profession/trade relevant to the role (eg. carpentry, decorating, plumbing, electrical) |
| **Skills, abilities and experience**   * Demonstrable experience of caretaking, or its component responsibilities and tasks * Experience of working in a position with a degree of responsibility * The ability to offer professional support, with a focus on premises * Good communication skills * Flexibility and the ability to work calmly and quickly under pressure * Resourcefulness and the ability to multitask and prioritise * Ability to work well as part of a team and also autonomously | * Previous experience as a caretaker * A commitment to and understanding of health and safety * Experience of working in an educational environment |
| **Personal Qualities**   * Personal resilience in a busy workplace * Team player, supporting colleagues * Motivator of self * Common sense * A sense of humour and proportion * Discretion and confidentiality | * An interest in the School, its purpose and ethos |
| **Child protection**   * Commitment to the protection of children and young people. * Willingness to follow the School’s Safeguarding procedures. |  |