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| Sir Roger Manwood’s School: Caretaker (Non -Resident) |
| Salary  | Kent Range 4 ( £18517 - £19625 ) + £900 P/A on call allowance |
| Working Time | 37 hours per week, full timeTwo week shift pattern, working 7am to 15.30pm one week, and 12.00pm to 2.30pm the otherOn call one in four weeks |
| **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 be on call for emergency call outs.
* 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)
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| **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
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| **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
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| **Child protection** * Commitment to the protection of children and young people.
* Willingness to follow the School’s Safeguarding procedures.
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