

Evening Caretaker Starting as soon as possible

Our wonderful new Woodward Building opens in November 2021 and will include 6 new classrooms, staff offices as well as a very large Learning Resource Centre. This new building is in addition to our other 6 main buildings many of which have benefited significantly from a refurbishment programme ensuring that our pupils and staff benefit from first class facilities across all areas of School life. These include a large Sports Hall and John Crook Theatre, specialist facilities for Art, Music, Drama, Science, IT and Technology as well as teaching classrooms and a large Sixth Form Centre.

We are looking for someone to help care for our school buildings, our grounds and work alongside staff and students. We need a helpful, capable and keen person who is self-motivated. Some previous experience in completing DIY jobs and repairs, setting up rooms and security would be useful, as would any experience of working in a school setting. You must be honest, reliable and hardworking and have the ability to work using your own initiative. Some previous experience of driving a school minibus would be useful but not essential. Training will be provided as appropriate.

Visits to the school are welcomed. Please contact assistantbursar@hallifordschool.co.uk

HOURS TO BE WORKED

- Term Time Working Hours: Monday to Friday 4pm – 10pm and School Holiday Working hours are reduced but must be between 8am and 4pm Monday to Friday.
- You must be flexible and at various times during the academic year you may be required to work alternative hours in collaboration with the Premise Manager. You will also be required to work into the evening to assist with school events, lettings and a Saturday for Open /Exam Days.

JOB PURPOSE

- To work as part of the Premises Team, ensuring security of the site and support the weekday team with maintenance, school set ups and cleaning to ensure the safety and smooth operation of the school.

TASKS

- Assist with repairs and improvements to all areas of the School site which are not beyond the scope of a competent DIY person. This will be low risk maintenance work as agreed with the Premise Manager. This will include decorating, painting and light refurbishment works and repairs.

- Inspect the site and report issues / concerns to the Premise Manager.
- Produce reports for the week daytime premise team.
- Closing windows, locking of the school site and buildings (as required) including setting alarms and switching off lights.
- Report any suspicious activity to Police
- Undertake the cleaning and supervise a cleaning operative in the Woodward Building daily (2 – 3 hours daily)
- As and when required fog rooms, theatre or sports hall after external evening lettings.
- Adhoc cleaning if required after internal evening lettings i.e. Parents Evenings, Productions etc.
- Setting up for events, exams and assemblies as required (repetitive lifting of tables and chairs involved)
- Provide a portering service (some heavy lifting required)
- Laying of protective carpet inside the sports hall for events and assemblies.
- Operate within all Halliford School H&S regulations.
- Attend training courses as required and undertake health and safety training as required by the school.
- Any other reasonable duties as directed by Premise Manager / Assistant Caretaker.

Minibus Driving

- To drive the school minibus on the late afternoon shuttle service which runs between Halliford School and Walton Station.



PERSON SPECIFICATION

Education, Training and Work Qualifications

- Must have a valid clean driving license
- Basic general education
- Health & Safety qualification, NVQ H&S Qualification – desirable
- Knowledge of basic site maintenance and environment matters
- MIDAS Qualification – not essential as can be provided.

Skills and Abilities

- Proven building maintenance/DIY skills
- Good oral communication skills with staff, students, contractors and parents
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Keen to learn
- Trustworthy and reliable.
- Understand the needs for confidentiality

Other Requirements

- Must enjoy working as part of a team, be adaptable and supportive of colleagues whilst having the ability to adapt to lone working.
- Assist with school events such as car park attendant at evening events and Open Mornings.
- Undertake regular evening lettings and provide flexibility with the Premise Manager rotating shifts at peak times.

Start Date – as soon as possible.

