

## Assistant Caretaker

We are seeking to appoint an enthusiastic, proactive and hardworking Assistant Caretaker to work into the evening as part of the Premises team. The position involves a wide range of duties, all contributing to a safe and well-presented School site for our staff, students and visitors.

The successful candidate must be self-motivated with excellent communication and interpersonal skills combined with a willingness to learn and work as part of a successful team.

Applicants must hold a clean, current UK driving license.

### Job Purpose

The successful candidate will work as part of the Premises Team, under the direction of the Premises Manager, ensuring security of the site at the end of each school day and general caretaking duties including cleaning, maintenance and security. The successful candidate will be involved in the after-school lettings and will be the first point of contact for the hirers, resolving any issues that may arise.

### Hours to be worked

The role is for 39 hours per week, term time hours: Monday to Thursday 2:30pm – 9:30pm, Friday 2:15pm – 8:15pm, Saturday 8am – 1pm. During school holidays the working hours are 8am to 4pm and will not include a Saturday.

You must be flexible and at various times during the academic year you may be required to work alternative hours in collaboration with the Premises Manager. You will also be required to work into the evening to assist with school events, external lettings and Saturday Marketing Days.

### Key Responsibilities

#### Security and associated duties

- Ensure that windows and buildings are locked at appropriate times and set all alarm systems across the whole site. Secure the school grounds to prevent trespassing and the parking of unauthorised vehicles within the school.
- Respond to the alarm call outs as necessary in order to provide effective security arrangements and liaise with the emergency services providing them with access if required.
- Assist with the regular checks to the security and fire alarm systems as required.
- Monitor all contractors on site and supervise them when required. Ensure all work is inspected on completion.



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### Lettings and Events

- Supervise lettings after school and assist with school events taking place in the evening.
- Comply with instructions received from the Premises Manager / Bursar / Marketing Manager concerning letting procedures and carry out as per the Lettings Agreement.
- To be available during the course of lettings and events to;
  - Give assistance to the hirer if needed and ensure it is conducted in accordance with the letting agreement.
  - Ensure the behavior of the hirer is not detrimental to the site or facilities.
  - Carry out any necessary cleaning and tidying of areas after the letting has finished.

### Deliveries / Post

- Receive deliveries and re-distribute to the appropriate department or person.
- Assist with the unpacking and storing of goods as required.

### Furniture and Equipment

- Set up the hall for weekly assemblies, parent's evenings and examinations as directed.
- Ensure all furniture is well maintained and fit for purpose.
- Place equipment and furniture in classrooms as directed by the Premises Manager.

### Safety

- Monitor standards of cleaning provided by contract cleaners and internal cleaners. Report any issues initially to the Account Manager and also the Premises Manager.
- Ensure all refuse (recycling & other) is collected and disposed of across the site.
- Ensure that the specialist flooring in the school hall is checked routinely and maintained.

### Other

- Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.
- Advise the Premises Manager of any repairs requiring attention and undertake emergency repairs within capacity.
- Undertake the cleaning of external areas such as sweeping, litter clearance and general ground maintenance.
- Undertake general and emergency cleaning as required.
- Undertake general maintenance and repair duties, including internal and external redecoration as directed by the Premises Manager and Bursar.
- Carry out weekly temperature checks, chemically descale showers.
- Be aware of the location of school stopcocks, gas and electricity meters.
- Ensure all duties are carried out in accordance with the School's Health and Safety Policy.

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- Record weekly safety checks on all school minibuses.
- Ensure all minibuses are clean and free from school equipment, rubbish and personal effects.
- Drive school minibuses as required.
- Assist with school events such as car park attendant at evening events and Open Mornings.
- To undertake any other duties / tasks which may be reasonably required by the Headmaster and/or Bursar in association with the Premises Manager.

### Additional Information

#### Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period. There is the option to reduce the contribution made by the School to your pension and receive additional salary.

#### School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

### Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

## Person Specification

### Education, Training and Work Qualifications

- A valid clean driving license is essential
- Education at secondary level
- Health & Safety qualification is desirable
- MIDAS Qualification is desirable
- Knowledge of basic site maintenance and environmental matters

### Skills and Abilities

- The ability to use your own initiative, be able to prioritise workloads and work effectively as part of a team that looks after the safety and welfare of the site
- Proven building maintenance and strong DIY skills
- Good oral communication skills with staff, students, contractors and parents
- Keen to learn
- Trustworthy and reliable
- Understand the needs for confidentiality
- A physical fitness to undertake some heavy lifting, moving, and handling

### 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.

### Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: [zoe.fazackerley@hallifordschool.co.uk](mailto:zoe.fazackerley@hallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Friday 28<sup>th</sup> March**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.