JOB DESCRIPTION

CARETAKER/HANDYMAN

School Aims
To provide a quality all round education for all pupils; enabling them to reach their true potential. Within a secure environment, based on clear Christian principles, children are encouraged to meet new challenges with confidence.

The Role
The key function is to undertake maintenance/caretaking activities to ensure that the school site is maintained to an excellent standard and to provide a professional impression to all visitors, parents, pupils and staff. In addition, as a member of the maintenance support staff, to undertake a range of duties concerned with the school premises and ancillary duties to support the operation of the school.

The Grounds & Maintenance Department
The Bursar is responsible for the maintenance of the playing fields, grounds, buildings and equipment within the department, supported by a team of maintenance and grounds staff.

Health & Safety
The school has a comprehensive policy statement on Health & Safety. As Caretaker/Handyman you will take all reasonable care for the health and safety of yourself, your colleagues and all other people who could be affected by your acts or omissions at work. You will be expected to co-operate with the school’s health & safety officer to enable them to fulfil their obligations.

Line Management
The Bursar is the line manager for the Caretaker/Handyman.

Key Tasks
The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role. The main duties and responsibilities are as follows:

Internal Maintenance:
Report all defects to the Bursar which require specialist repair.
Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
Subject to safety regulations, redecoration of any area of the school, agreed as reasonable on instruction from the Bursar.
Assist with the construction of props/scenery for school productions.
Replace lamps and domestic fuses as required.
Inspect electrical fittings and report defects as required.
Regular testing for Legionnaires/ fire alarms/ emergency lighting and evidence testing.
Regularly inspect plumbing and report/repair defects as appropriate.
Order and take delivery of materials to deal with repairs mentioned above, in line with school policy.
Be responsible for the supply and availability of hygiene/cleaning materials.
Carry out minor repairs to school equipment as agreed with the Bursar.
Attend appropriate training courses as required by and in agreement with the Bursar.
Repair resources in classrooms as necessary.

External Maintenance:

Maintain cleanliness and general tidiness of all external hard areas.
Clean and clear all drains and gullies etc to ensure effective and healthy operation in accordance with Health & Safety procedures.
Inspect outside fabric of school, report/repair defects as appropriate.
Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate.
Keep entrance to the school, inside and outside, clean and clear of obstructions at all times.
Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
Inspect all outside areas for dangerous materials and remove – including external emergency cleaning of spillages.
Carry out internal/external window cleaning where required.
Carry out minor works in order to improve the site as required by the Bursar.
To assist, when necessary with grounds maintenance duties, e.g grass cutting, hedge trimming, shrub pruning, weeding, clearance of leaves & litter.
To assist, when necessary with the erection and maintenance of sports equipment.
Opening and closing of school premises including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services.

Driving:

Be available to drive a mini bus when required and take Mini Bus Assessment Test on a regular basis in accordance with school policy.
Maintain and record weekly checks to the minibus fleet.

Health & Safety:

Produce appropriate Risk Assessments and safe systems of working, in line with Health & Safety regulations and ensure that work is carried out to a safe manner.
Possess a sound understanding of legislation relating to chemicals and dangerous substances (COSHH)
Ensure the highest standards of work are achieved in an efficient and timely manner.
Provide effective materials and machinery management to ensure all equipment is correctly stored and maintained.
Ensure work areas and the maintenance shed is kept clean, tidy and secure at all times.
Other:

Undertake any other work as reasonably requested by the Bursar or Headmaster.
Be familiar with the school’s Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.

All Rose Hill staff have a part to play in supporting the school’s ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents.

Staff are encouraged to submit ideas for whole school development each year.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Rose Hill School reserves the right to amend this Job Description from time to time according to business needs. Any changes will be confirmed in writing.

PERSON SPECIFICATION

The successful candidate must have the following skills and abilities:

- Honesty and reliability.
- Self-motivation.
- Good organisational ability.
- Be capable of working under pressure and also on their own initiative as required.
- Have basic DIY skills and a practical aptitude for general building and grounds maintenance.
- Have an awareness of Health and Safety and a willingness to undergo appropriate training where needed.
- Full Drive License, ideally with Category D1.
- Be a good team player.
- Enjoy working in a school environment.
OUTLINE TERMS AND CONDITIONS

The post is full time for 37.5 hours per week. The appointed person will be expected to work Monday to Friday between 7.30am and 4.00pm, with 1 hour for lunch.

The starting salary will be £19,000.

30 days holiday – to be taken in school holiday periods.

The school operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute.

Lunch is provided free of charge for all staff whose working hours encompass the time of the school lunch.

The school is keen to help develop the skills of its staff and looks to provide appropriate training as necessary.