

	<b>Job Description</b>	
	<b>Role: Non Residential Caretaker</b>	
	<b>Grade: H4</b>	<b>Reports to: Site Manager</b>
	<b>Role specifics: 37 hours per week. 52 weeks per year as part of a rotating shift pattern, to include out of hours (see below)</b>	

## Purpose of the Role

To assist in the maintenance and security of the school premises and site, ensuring a safe, healthy and clean working environment for all authorised users of the site

## Main Areas of Responsibility

- Undertake work as directed or needed to ensure the efficient and effective day to day running, presentation and management of the School site, ensuring a warm, clean, safe and secure environment for all authorised users of the site.
- Carry out, as required, school maintenance and repairs as directed by the Site Manager and Senior Residential Caretaker, ensuring these works are carried out in accordance with the relevant Health and Safety legislation and to co-ordinate issues related to such works
- Act as a designated key holder, locking and unlocking, providing out of hours access to the school site in line with shift pattern
- Take part in the rotating shift pattern with the other Non-Residential Caretaker to cover the operational needs to the school
- In case of absence, provide on call 24 / 7 365 days per year health and Safety cover for the school and Boarding community, responding to any call outs as necessary and ensuring an efficient and effective hand over post shift
- Carry out statutory and other testing as directed by the Site Manager / Senior Residential Caretaker and to ensure records relating to Health and Safety matters e.g. legionella, and fire safety are logged/maintained in an efficient, effective and timely way
- Operate and assist in the maintenance of systems such as lighting, heating, cooling, security (including CCTV and alarms)
- Undertake lettings and carry out associated tasks, in line with local agreements with the lettee. Prepare the site for specific letting needs and ensure that lettees are supported during their time on site.
- Conduct regular site walkrounds to identify any site issues, reporting them back to other members of the site team.
- Take personal responsibility and ownership in resolving basic site issues.
- Undertake general portorage duties including moving furniture and equipment within school
- Oversee contractors by accompanying contractors on site if this is a safeguarding requirement checking work that contractor completes meets our required standards and timescales; ensure that contractors

leave areas neat and tidy after work has ceased. That work is completed to the required standard and timescales.

- Produce work of high quality where care and precision are hallmark characteristics.

### **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

### **Additional Information**

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 6-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

**Knowledge, experience and personal attributes**

	Essential
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Awareness of Control of Substances Hazardous to Health (COSHH)</li> <li>• Working knowledge of Health and Safety at work</li> <li>• Working knowledge of policies and procedures</li> <li>• Knowledge of legionella and asbestos testing</li> <li>• Knowledge of manual handling</li> <li>• Good IT skills</li> <li>• Understanding of the Schools Ethos, vision and values</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent</li> <li>• Level 1 safeguarding</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels</li> <li>• Ability to work as part of a team</li> <li>• Ability to be flexible, adapting to priorities as they arise</li> <li>• Able to plan and organise self and others e.g. contractors</li> <li>• Able to respond to the needs of all stakeholders</li> <li>• Physically fit</li> <li>• Pride and passion</li> </ul>

The jobholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

Postholder name:	
------------------	--

Line manager name:	
--------------------	--

Postholder signature:	
-----------------------	--

Line manager signature:	
-------------------------	--

Date:	
-------	--

Date:	
-------	--