



## Job Description

### Caretaker

#### Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). The primary school has a unique bilingual curriculum with 2.5 days taught in English and 2.5 days in French, German or Spanish. In the lower Years 1-5 we follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of Year 5. Europa School is an all-through free school of students aged 4 to 19.

#### Job details

- Salary: Point 3 £24,027 FTE pa Plus LGPS pension and sick pay benefits
- Hours: Full-time 37.5 hours per week
- Contract Type: Permanent
- Location: Culham, Oxfordshire
- Reporting to: The Facilities Manager
- Based at ESUK

#### Main purpose

##### The Caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyman activities, routine maintenance and refurbishment, portage, and minor repairs
- Promoting health and safety around the school

#### Duties and responsibilities

##### General duties

- Carry out portage duties, such as moving furniture and equipment around the school. Maintain the general school premises, furniture and fittings, and report any issues to the facilities Manager
- Carry out small repairs and DIY projects

##### Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels



## **Security**

- Maintain the security of the school premises as a main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

## **Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the facilities manager
- Provide safe access to the school in cold weather conditions

## **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required Ensure that cleaning staff carry out their duties professionally and effectively



## Person specification

<p>criteria</p> <p><b>Qualifications</b></p>	<p>NA</p>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>● Caretaking</li> <li>● Basic building maintenance</li> <li>● Cleaning work</li> <li>● Some DIY</li> <li>● Working in a team</li> </ul>
<p><b>Skills and knowledge</b></p> <p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>● Keen to learn about health and safety regulations with a proactive attitude towards understanding and applying essential practices that safeguard individuals and organisations in various environments</li> <li>● Ability to work flexibly, independently and as part of a team</li> <li>● Basic DIY skills</li> <li>● Ability to plan, organise and prioritise</li> <li>● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils               <ul style="list-style-type: none"> <li>● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> </ul> </li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Commitment to maintaining confidentiality at all times</li> <li>● Commitment to safeguarding and equality</li> <li>● Embraces change well</li> <li>● Deals with difficult situations effectively</li> <li>● Able to work flexibly and out of school hours as required</li> </ul>
<p><b>Physical requirements</b></p>	<ul style="list-style-type: none"> <li>● Be reasonably fit to carry out the duties of the job</li> <li>● Able to carry out some manual handling and lifting</li> <li>● Able to carry out work at high levels using appropriate equipment</li> </ul>



## **For more information**

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.