



Caretaker

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role: Caretaker

Reporting to: Site Manager

Overview

Under the direction of the Senior Caretaker, respond to maintenance requests, resolving defects and supporting the setting up of events. Liaising with external contractors as required and traffic marshalling duties.

Hours

This is a full-time role, 40 hours per week at varying hours as per the shift pattern. Some evening and weekend work may be required.

The role will include but not be limited to the following duties:

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Responding to maintenance requests, defect reports, and supporting the setting up of events and activities
- Marshalling of traffic at key times of the day, ensuring the safety of all pedestrians and road users
- Opening and locking up of the school site as required
- Liaising with the emergency services and responding to critical incidents as required
- Delivering mail and parcels around the school campus
- Ensuring the campus is kept tidy
- Driving of the school minibuses when required.

Liaison and Co-ordination

- Liaison with external contractors
- Liaison with outside lettings and individuals using the schools' facilities.

Person Specification

Experience

- Certification in Pool Plant Operations (desirable, or a willingness to gain certification)

- Practical experience of basic building maintenance

Skills

- Interpersonal and communication skills, and the ability to interact with people at all levels
- Basic knowledge of IT systems
- A good level of literacy and numeracy
- Attention to detail, ability to organise and prioritise work
- Ability to meet deadlines and work under pressure
- Use of initiative

Attributes

- Ability to work as part of a team
- A good standard of physical fitness
- Friendly and highly professional approach to students, parents, staff and members of the public
- Use of initiative and a proactive attitude
- Tact and discretion
- Flexibility
- Loyalty and an appreciation of and sympathy for the objectives of an independent school

Training

- Preparedness to undertake training and development, as required, particularly in areas of safe working and the introduction of new technologies.

Terms and Conditions

Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications;
- Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4 x salary);
- Free lunches, other meals and refreshments;
- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;

- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School's Fitness Coach;
- Employee Assistance Programme