

Sir Roger Manwood's School: Caretaker (Non -Resident)

Salary	Kent Range 4 (£18517 - £19625) + £900 P/A on call allowance
Working Time	37 hours per week, full time Two week shift pattern, working 7am to 15.30pm one week, and 12.00pm to 2.30pm the other On call one in four weeks

JOB DESCRIPTION

Summary of Job: to be responsible for security, caretaking and general maintenance of the School* site, so that the School functions effectively

- To respond positively and flexibly to the requirements of the School, as part of a dynamic and modern Premises Team, working to the Estates Manager, and contributing to the development of the site
- To maintain the security of the site – opening and closing as required.
- To be on call for emergency call outs.
- To ensure contractors and delivery agents comply with School policies, including but not limited to those regarding access, safeguarding and health & safety
- To carry out repairs and maintenance – to the inside and outside of buildings, including to fixtures, fittings and furniture; and to minibuses and other school equipment – including working at height where necessary
- To participate in a rolling programme of decorations and improvements
- To follow a Planned Preventative Maintenance Programme under the direction of the Estates Manager
- To ensure all aspects of the site are kept clean, tidy and professional, working with cleaning staff, and other members of the Premises Team.
- To monitor plant and utilities, including ensuring meter readings are recorded on the required basis
- To maintain appropriate electronic systems for asset management, booking premises work, electronic calendars,
- To monitor and record regular maintenance checks in respect of asbestos and water hygiene, as required
- To participate in an appropriate porterage service around the site
- To ensure equipment is set up and cleared as required, for the normal functioning of the school, for extra-curricular activities, and for lettings
- To maintain appropriate levels of supplies, including cleaning, premises and hygiene products
- To maintain minibuses and report all mileage for each journey to the finance department for departmental recharge
- To maintain/gain certification relevant to the role
- In the absence of the Estates Manager, to undertake aspects of their role, as agreed with the Estates Manager or the School Business Manager
- To carry out any other relevant duties as required from time to time by the Estates Manager, the School Business Manager or the Headteacher

*"School" as a term includes all aspects of the site – main school, grounds, etc

PERSON SPECIFICATION	
Essential	Desirable
Qualifications <ul style="list-style-type: none"> A full clean Driving Licence is essential 	<ul style="list-style-type: none"> GCSEs in Maths and English, or equivalent evidence of ability Qualifications/certifications in a profession/trade relevant to the role (eg. carpentry, decorating, plumbing, electrical)
Skills, abilities and experience <ul style="list-style-type: none"> Demonstrable experience of caretaking, or its component responsibilities and tasks Experience of working in a position with a degree of responsibility The ability to offer professional support, with a focus on premises Good communication skills Flexibility and the ability to work calmly and quickly under pressure Resourcefulness and the ability to multitask and prioritise Ability to work well as part of a team and also autonomously 	<ul style="list-style-type: none"> Previous experience as a caretaker A commitment to and understanding of health and safety Experience of working in an educational environment
Personal Qualities <ul style="list-style-type: none"> Personal resilience in a busy workplace Team player, supporting colleagues Motivator of self Common sense A sense of humour and proportion Discretion and confidentiality 	<ul style="list-style-type: none"> An interest in the School, its purpose and ethos
Child protection <ul style="list-style-type: none"> Commitment to the protection of children and young people. Willingness to follow the School's Safeguarding procedures. 	