



Howe Green House School

Job Description – Assistant Caretaker

*Howe Green House & Little Oaks Nursery is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and **original** examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.*

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access for any employee who develops a disabling condition. However, it should be noted that physical abilities including those required for the lifting and carrying of equipment and goods, bending, and the ability to climb ladders are unavoidable essential requirements for this post. These are core elements of the role and, as such, may not be capable of adjustment for persons with disabilities that affect capabilities in these activities.

Personal qualities

- Cheerful with a 'can do' attitude;
- responsible, honest and reliable;
- the ability to remain calm in an emergency, for example if there is a break-in or fire;
- have good verbal communication skills to deal with staff, parents, visitors and children in a positive manner;
- be reasonably fit.

Skills

- practical with good DIY skills especially carpentry;
- understand safe working practices and health and safety legislation;
- be able to interpret technical information;
- be well-organised and capable of prioritising own work;
- be happy to work alone or as part of a team;
- be flexible and enjoy a varied routine - days can rarely be planned and the ability to deal with sudden changes whilst maintaining a good sense of humour is essential.

Essential

- be prepared to work longer hours when the need arises.
- Good carpentry skills.



Hours

The role of Assistant Caretaker is Monday – Friday throughout the year with a split shift working 07.00am – 12.00 noon week 1 (25 hrs) and 1.00pm – 6.00pm on week 2 (25 hrs) throughout the year. There is seasonal overtime to assist with a variety of events. Year end events in July, which includes Saturdays, are mandatory. Additionally a Caretaker is required to be available when other school events are planned to assist in setting up and clearing away afterwards.

The shifts and overtime are shared with the Senior Caretaker.

Rate of pay

£11.00 per hour reviewed on an annual basis.

Pension

The School currently operates a pension scheme with NEST and contributes 3% of basic salary.

Commencement

Subject to references satisfactory to the School and all relevant checks having been completed the start date will be October 17th 2022. However, it is more important to find the right person to join our team. Initially there may be some additional hours where it is considered beneficial to work alongside the Senior Caretaker to understand the requirements of a working day.

Occasional Lettings

Currently the school does not let any of the premises on a regular basis. However this may be subject to change in the future.

We do allow parents to book one of our buildings for childrens' parties on a Saturday or Sunday depending on availability of a caretaker to cover the booking. This may happen up to 10 times per year when the caretaker would be required to:

- Open a building at the appropriate time to provide access for authorised hirers;
- Give assistance to the hirer relative to the facilities hired;
- Ensuring the building is left in a clean and tidy condition before securing the premises at the end of the hire period and ensuring all occupants have safely vacated the site.



Training

Caretakers will be required to attend meetings or training from time to time. In addition there are a number of online training courses including Child Safeguarding, PREVENT & Health & Safety that must be completed on a regular basis.

Health & Safety

To respond to issues raised by the Governing Body, Headteacher or Bursar to ensure that the site remains safe.

School Policies

To comply with all school policies, including Health and Safety and Safeguarding.

Responsibilities

Security of the Site and Premises - Unlocking and locking school premises including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, maintenance and emergency services (when required).

Opening the school premises at the appropriate time prior to the start of each day, deactivating alarm systems, unlocking gates, external and internal doors, garages etc. checking that the premises have not been disturbed or damaged, switching on lights, checking room temperatures,

In liaison with cleaning staff, securing the premises at the end of each day. Checking the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, blinds are drawn, ensuring that all unnecessary lights and electrical equipment is switched off, locking all internal and external doors, activating intruder alarm systems, ensuring the safe keeping of all keys to the premises.

Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate. Do this as soon as the problem is discovered.

Deal with, or arrange to be dealt with, all electrical emergencies, making safe initially by turning off supply.

Ensure access for emergency services, assist as necessary, secure premises as required.

Providing access to the school for authorised personnel or appropriate emergency services outside the normal hours of opening, including access in the event of flood, fire, burglary, accident or similar emergencies.

Informing the bursar or headteacher of the presence of unauthorised intruders on the school site and of any damage to, or theft from, the school premises or grounds without delay.



The Appearance & Good Order of the Premises

Ensuring that the site and premises, inside and outside, are clean and tidy, removing litter, collecting lost property, dealing with deliveries, furniture inappropriately placed; ensuring that all hard covered areas, entrances and paths of the school site are free from litter and the excessive accumulation of dirt or leaves; emptying and cleaning, on a regular basis, of all litter bins.

The Maintenance and Repair of the Site and Premises, Buildings, Fittings, Furniture and Equipment.

To ensure that installations are maintained to the highest standards. Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed. Liaising with the emergency services including call outs as required.

Inspecting the school site and premises on a regular basis, to identify the needs for repairs and maintenance. Undertaking minor repairs or improvements not requiring specialist skills and referring matters to the appropriate person if necessary, for remedial action to be taken.

Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as required. Checking on a regular basis for broken diffusers, shades, light switches, sockets, plugs etc. undertaking minor repairs or referring matters to the appropriate person for remedial action to be taken.

Ensuring that all gutters (on low level roofs), drains and gullies are free flowing and clean, clearing any blockages etc.

Clean and clear all drains, water butts and gullies etc. to ensure effective and healthy operation in accordance with Health & Safety procedures on a half termly basis.

Undertaking repairs to existing perimeter fencing as necessary.

Undertaking redecoration work not requiring specialist skills, as directed.

Ensuring proper access to and egress from the school site for workmen and contractors and directing them to the location of areas or items requiring repair or maintenance, monitoring the satisfactory completion of minor repair and maintenance works, referring matters to the appropriate person as necessary.

The appropriate person may be the headteacher or bursar.



The Operation of the Heating System - Acquiring an understanding of the heating system, ensuring that routine maintenance is undertaken as required.

Maintaining required temperatures in the school premises and ensuring an adequate supply of hot water through the proper operation of the heating system.

Checking oil levels and advising the Bursar when to order fresh supplies.

The Operation and Monitoring of the Health & Safety Policy throughout the School.

To ensure a good knowledge and understanding of the Health & Safety Policy; respond to reports of hazards and take appropriate remedial action; ensure warning notices are displayed as and when necessary and inform Senior Caretaker.

Cleaning Products

Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials. Ensuring materials and equipment are returned to appropriate storage area at end of cleaning session and that equipment is cleaned by the user prior to storage.

General Portage & Other Duties

Removing, laying out, stacking and transporting furniture and equipment within the school, as required, with due regard to current Health & Safety and Lifting & Handling regulations, including preparations for and clearing up after activities taking place during normal school hours such as Parent & Toddler Group, lunches, assemblies etc. and outside normal school hours, such as meetings and social occasions.

To be available on snow days to ensure site is clear from snow and safe for staff, parents and children to enter from 7am.

Clearing snow/ice from paths, as necessary to provide safe pedestrian access to the school site and between buildings, including the spreading of rock salt, as appropriate.

Taking delivery of goods, assist in unpacking, checking and storing cleaning materials and equipment.

Courier duties as required by the Bursar.

Grounds and Garden Maintenance

Maintenance of flower beds & tubs – digging, weeding, planting etc.

Watering of tubs, greenhouse plants, etc. as necessary



Occasional grass cutting

Line marking of all pitches

Seasonal tidying of site i.e. after high winds the collection of branches and dead wood, collecting leaves etc.

Making of compost and mulch for flower beds.

Repair fencing

Preservative treatment to timber benches & fences

Pruning of low level branches, i.e. trees in orchard

Clearing pathways of snow & ice and applying rock salt where necessary.

Sweeping stones from pathways

Maintaining equipment used, in accordance with manufacturers instructions.

The above is not an exhaustive list and the successful candidate may be required to undertake any other appropriate duties which may from time to time occur in order to maintain the effective and efficient day to day operations of the premises.