



Caretaker Job Description – October 2024

The Post

The Caretaker role reports to the Bursar.

The post holder is to support the Bursar in ensuring that the School's premises are well managed and maintained providing excellent facilities for school, community and commercial use with a safe environment for all. This covers the main School site and grounds.

The post holder is to promote the ethos and well-being of the School as determined by the Headteacher, in particular with regard to neatness, cleanliness, orderliness, presentation and attractiveness. The Schools' presentation to current and future parents, staff and pupils is of paramount importance. The post holder needs to recognise this and to respond promptly to directions emanating from Senior Managers and requests from staff & FOPS (Parent Teachers Association).

The post holder is to be physically fit, organised, forward thinking, adaptable, able to work at heights, be a good communicator and have attention to detail.

Key Tasks and Responsibilities

- 1. Caretaking/Porterage**
 - Ensure that the caretaking suits the needs of the School at all times to include keeping the site clean and tidy at all times. Any issue with the site/premises to be reported to the Bursar.
 - To be the main key holder and be the first response for emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions or lettings.
 - Move furniture, equipment, plant, supplies and stores in accordance with current health and safety (H&S) standards.
 - To manage the use of the car park and parent parking at collection times.
 - To remove any rubbish and waste from the premises and ensure recycling and waste disposal area is kept clean and tidy at all times and notify the Bursar of any issues with collections (Grundon contract).
 - To take a minibus test and drive the school minibus to transport children/staff.

- 2. Cleaning**
 - Monitor the cleaning contractors to ensure that the relevant work is carried out.
 - To deal with spillages, including the removal of body fluids, using safe handling techniques.

- To clean soft furnishings and furniture.
 - To refill and replace relevant consumables ie toilet tissue, hand towels & hand sanitizer.
- 3. Estates Maintenance**
- Record all repairs and keep a maintenance log.
 - To undertake minor works on the site to include painting, decorating, minor repairs, plumbing & carpentry.
 - Immediately report any defects to the Bursar taking remedial action if possible.
 - Monitor the grounds maintenance contractors to ensure that the relevant work is carried out.
- 4. Internal School Events**
- Setting up the hall/school site for events – building stage & moving chairs.
 - There will be a small requirement for weekend and evening working as necessary to support School events such as Open Mornings, Parent evenings & FOPS Summer fete.
- 5. Health & Safety & Compliance**
- Carry out weekly inspections of the School estate to highlight safety, condition and cleanliness issues and take the appropriate remedial action.
 - Develop and implement processes, procedures and systems to ensure the Dept. meets its H&S obligations.
 - Carry out certain roles within fire evacuations etc.
 - Work with the Bursar to ensure that the site meets all requirements under the Independent Schools Standards Regulations and ensure preparedness for an inspection.
 - To provide a first point of contact for all visiting contractors and deliveries to the site ensuring they act in accordance with the H&S policy.
 - To alert the Bursar of any risk to a breach of security.
 - To patrol the site to check for hazards, damages and intruders when closing and to record any actions.
 - Undertake annual training courses.
- 6. Planned Maintenance and Projects**
- Support the Bursar in maintaining accurate and accessible records of all maintenance, and develop a robust system for ensuring periodic maintenance and inspection requirements are completed before expiration.
 - Manage allocated projects complying with the CDM Regulations and budgets.
- 7. Mechanical, Electrical and Building Management Systems**
- Manage all building systems.
- 8. Other matters**
- Manage adequate stock levels of maintenance items ensuring proper and safe storage and the areas are kept clean and tidy.
 - Assist the Bursar in setting up a Site Management Manual covering all parts of the Site.
 - Support the Bursar in updating the Premises Management Policy.

The essence of working within any successful team revolves around enthusiasm and willingness to co-operate wherever necessary within the team. The above points outline the principal duties involved however you will also need to carry out other duties as reasonably required or requested.

Working Conditions and Remuneration

Core hours of work are Monday-Friday 10:00-6:00pm (with half an hours paid lunch break).

Salary will be competitive for the sector and based upon qualifications and experience. A first-rate benefits package includes a contributory work place pension, free school meals (term-time only) and car parking on a first to arrive basis.

Applications

Candidates must apply using the St Bernard's Preparatory School application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Job Specification

Education and Training

- BIFM Level 4 qualifications or equivalent such as City and Guilds are preferred.
- NEBOSH Health and Safety qualified within the last 3 years is preferred.
- IT literate and able to operate software (eg Microsoft Office, Internet) at a basic level.
- Full clean D1 driving licence.

Knowledge and Experience

- Previous facilities experience for a school site covering buildings and mechanical and electrical services.
- A background in managing workplace Health and Safety and Fire Safety compliance.
- A strong track record of successfully and effectively managing both minor works projects and small, yet diverse teams of people.

Core Competencies

The post holder will:

- Use reasoned and good judgment to make excellent decisions based on information gathered.
- Set and maintain high performance standards and pay close attention to detail, accuracy and completeness.
- Show concern for all aspects of the job and follow up on work outputs.
- Display energy and enthusiasm in their approach to the role.
- Maintain a high level of productivity and self-direction whilst taking personal responsibility for job performance and outcomes.
- Complete work in a timely and consistent manner and be tenacious in pursuing works progression.
- Plan and organise tasks and work responsibilities to achieve objectives, including setting priorities, scheduling activities and managing resources.
- Organise and present information clearly and appropriately in both written and oral forms.