



The King's School Job Description

CARETAKER

Purpose:	To provide a general custodial and maintenance service ensuring that the premises are secure and maintained to the required standards as identified by the Headteacher, Director of Finance and Operations and Estate Manager. The post-holder is expected to be sympathetic towards the students at the school, the ethos the staff have developed, and to carry out their duties accordingly.
Reporting to:	Estate Manager
Liaising with:	Site Team, Cleaning Team, Teaching and Support Staff, SLT, Contractors, Suppliers and Delivery Staff
Working time:	<p>Rotating shift patterns which generally follow: 07:00 to 15:30 (Friday 15:00), 10:45 to 19:15 or 08:30 to 17:00 during term time. During school holidays main hours of work are: 08:00 to 16:00 with some flexibility needed to support contractor work.</p> <p>37 hours per week, 52 weeks per year.</p> <p>Regular adjustments to the shift pattern will be required to support school requirements, external lettings, and events such as Parents' Evenings, Trustee meetings and school productions. Up to 5 days of total annual leave can be taken during term time, the remainder to be taken during school holidays.</p>
Salary:	Support Staff Grade C3-C6: £24,200 - £26,349
Disclosure level:	Enhanced
Site Security and Safety:	<ul style="list-style-type: none"> • Ensuring the security of the premises and its contents and take responsibility (under the direction of the Estate Manager) for locking the buildings each evening. (As a designated key-holder, the post-holder must be available for emergency call-outs and must allow access to the building whenever reasonably required to do so). • Ensuring that all security systems are set at relevant times. • Managing the maintenance of all aspects of the school environment at the highest possible standard, paying particular attention to security and the fabric and cleanliness of the building and grounds. This will include: <ul style="list-style-type: none"> ○ Ensuring that all Health & Safety regulations are observed at all times; ○ Understanding and carrying out the routine maintenance required for the building, fixtures, fittings and equipment as directed by the Estate Manager; ○ An awareness of, and working to, the agreed planned maintenance schedule as directed by the Estate Manager; ○ Ensuring that all routine electrical, plumbing and carpentry repairs or improvements to the building, fixtures, fittings and equipment are carried out as necessary; ○ Ensuring the external grounds (including equipment, fencing, etc.) are safe and secure and that appropriate action is taken during severe weather; ○ Ensuring the premises (or parts of the premises) are lit and maintained at prescribed temperatures when occupied, whilst employing all possible energy conservation measures; ○ Maintaining a litter-free site at all times; ○ To take a proactive lead to problem solving unforeseen issues. • Ensuring that any deliveries to the school are booked in, stored, or moved to the appropriate locations within the school (i.e., classrooms, store areas). • Assisting in the safe movement, relocation, and storage of furniture in line with manual handling. • Assisting the Estate Manager to ensure appropriate signage is displayed at all times. • Assisting the Estate Manager, as required, with the Fire Safety regulations, Health & Safety regulations, emergency procedures and rules for evacuating a building. • Liaising with school staff and contractors to organise and arrange access to the site.



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	<ul style="list-style-type: none"> • Attending to emergency call-outs as required – although we currently use a key-holder service.
Health & Safety:	<ul style="list-style-type: none"> • Assisting with the Asbestos Register review, ensuring the documentation is up-to-date at all times. • Assisting the Estate Manager in carrying out all required yearly, quarterly, monthly and weekly testing, including the following: Legionella, PAT testing, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, fixed wire testing, etc. • Ensuring all contractors have signed a contractor agreement prior to starting work and, where appropriate, have a 'Permit to work'. • Working closely with the Estate Manager to monitor all contracts for servicing and inspection to comply with legislation, referring to, the policies of the school and relevant protocols and procedures. • Maintaining all records for the above, ensuring that all documentation is available for review by the Estate Manager. • Assisting the Estate Manager with a proposed plan of work to address issues raised following receipt of specific surveys undertaken by the external bodies or staff requests submitted on our system 'Every'. • Assisting with the maintenance of appropriate Health & Safety procedures, relating to all work undertaken by site services, grounds, cleaning staff in line with current legislation.
Heating, Cooling and Utilities:	<ul style="list-style-type: none"> • Checking the operation of the boiler/heating plant or air conditioning and ensure that the premises are heated/cooled appropriately. • Ensuring that all filters are cleaned and maintained to allow for maximum efficiency and Biomass Systems are cleaned weekly to ensure continued function. • Assisting with the weekly/monthly readings for all utilities, ensuring they are monitored on a regular basis.
General Site:	<ul style="list-style-type: none"> • Driving the school minibus (with appropriate training) to ferry students to alternative courses or venues as part of the working week. • Ensuring that the minibuses are clean, roadworthy and maintained correctly, reporting any defect immediately to the Estate Manager. • Letting duties; promoting the use of school facilities and ensuring that the agreed user requirements are fully met. • Ensuring that the site is kept free of litter and graffiti, and that emergency cleaning duties are carried out during the day. • Ensuring that the main entrances and paths are clear of snow, and grit/salt is applied as appropriate. • Ensuring that deliveries of school supplies are distributed in accordance with the instructions received from the delivery point. • Assisting with the manual tasks required in connection with the setting up, and moving of, equipment for school functions and ensuring that appropriate manual handling training is provided to all relevant staff. • Ensuring that all staffing issues are discussed at the earliest opportunity with the Estate Manager to ensure compliance. • Monitoring levels of supplies, e.g., fuel, cleaning materials and supplies, toiletry requisites, light bulbs, and tubes, etc. and re-order as required. Replenish consumables throughout the site as required.



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Maintenance:	<p>Grounds: Weeding hard paved areas; treatment of pathways, steps, etc. with salt, sand, and grit; clearance of leaves and litter; maintenance of hard paved areas; cleaning of waste receptacles; keeping drinking fountains in a sanitary condition. Maintaining flower/shrub beds; remedial grass cutting. Clearing drainage and guttering.</p> <p>Plumbing: Replacing tap washers and ball valves. Repairing/connecting plumbing for washing machines, etc. and lagging of external and internal pipes.</p> <p>Carpentry: Replacing door and window furniture; fitting coat hooks, shelves, and display boards; re-hanging and re-fitting doors; repairing/making good chairs and tables.</p> <p>Decorating: Painting and decorating at the direction of the Estate Manager.</p> <p>General: Replacing light bulbs, tubes, three-pin plug tops and fuses; monitoring heating and lighting to ensure minimum wastage; isolating automatic flushing urinals in holiday periods. Maintaining and repairing glazing; tiling; minor repairs to vinyl and ceramic floors and wall tiling; minor plastering, i.e., patching walls.</p>
Support the school by:	<ul style="list-style-type: none"> • An awareness of and supporting difference and ensuring all students have equal access to opportunities to learn and develop. • Contributing to the overall ethos, work and aims of the school. • Recognising own strengths and areas of expertise and using these to support others.
Staffing:	<ul style="list-style-type: none"> • To engage actively in the appraisal process.
Other specific duties:	<ul style="list-style-type: none"> • To comply with policies and procedures relating to child protection, Health & Safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To attend staff meetings, training, and INSET days where relevant. • To provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health & Safety policy. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). **We are committed to safeguarding the welfare of students, so all staff are enhanced DBS checked.**