

We are seeking to appoint an enthusiastic, proactive and hardworking Assistant Caretaker – Evenings to join our school as part of the Premises team and contribute to the safety, appearance and upkeep of the school. The role is for 35 hours per week, with flexibility of hours around all the holidays.

The successful candidate must be a helpful and capable person who is self-motivated. Some previous experience in completing DIY jobs and repairs, setting up rooms and security would be useful, as would any experience of working in a school setting.

You must be honest, reliable and hardworking and have the ability to work using your own initiative.

Some previous experience of driving a school minibus would be useful but not essential. Training will be provided as appropriate.

Hours to be worked

- Term Time Working Hours: Monday to Thursday 3pm – 10pm, Friday 3pm – 8pm, Saturday 8am - 10am and School Holiday Working hours are reduced but must be between 8am and 4pm Monday to Friday. Hours can be discussed at interview.
- You must be flexible and at various times during the academic year you may be required to work alternative hours in collaboration with the Premises Manager. You will also be required to work into the evening to assist with school events, lettings and a Saturday for Open /Exam Days.

Job Purpose

- To work as part of the Premises Team, ensuring security of the site at the end of each school day, and will also undertake general caretaking duties including cleaning, maintenance and security and will work under the direction of the Premises Manager. The successful candidate will be involved in the after-school lettings and will be the first point of contact for the hirers and resolving any issues that may arise.

Tasks

- Assist with repairs and improvements to all areas of the school site which are not beyond the scope of a competent DIY person. This will be low risk maintenance work as agreed with the Premise Manager. This will include decorating, painting and light refurbishment works and repairs.
- Inspect the site and report issues / concerns to the Premise Manager.
- Produce reports and carry out checks under the direction of the Premise Manager.
- Closing windows, locking of the school site and buildings (as required) including setting alarms and switching off lights.
- Report any suspicious activity to Police.

- Supervise cleaning operatives across the site in the evening to ensure the site is left ready for the start of the new school day. Assist with any cleaning in the event of absent cleaning staff.
- Setting up for events, exams and assemblies as required (repetitive lifting of tables and chairs involved) including laying protective carpet in the sports hall.
- Provide a portering service (some heavy lifting required)
- Operate within all Halliford School H&S regulations.
- Attend training courses as required and undertake health and safety training as required by the school.
- Any other reasonable duties as directed by Premises Manager / Assistant Caretaker.

Minibus Driving

- To drive the school minibus on the late afternoon shuttle service which runs between Halliford School and Walton Station or at other times as directed by the Premises Manager.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Person Specification

Education, Training and Work Qualifications

- Must have a valid clean driving license
- Basic general education
- Health & Safety qualification, NVQ H&S Qualification – desirable
- Knowledge of basic site maintenance and environmental matters
- MIDAS Qualification – not essential as can be provided

Skills and Abilities

- Enthusiasm for maintaining a school environment to a high standard to support children's learning.
- The ability to use your own initiative, be able to prioritise your workload and work effectively as part of a team that looks after the safety and welfare of the site
- Proven building maintenance/DIY skills
- Good oral communication skills with staff, students, contractors and parents
- Keen to learn
- Trustworthy and reliable
- Understand the needs for confidentiality
- A physical fitness to undertake some heavy lifting, moving, and handling

Other Requirements

- Must enjoy working as part of a team, be adaptable and supportive of colleagues whilst having the ability to adapt to lone working.
- Assist with school events such as car park attendant at evening events and Open Mornings.
- Undertake regular evening lettings and provide flexibility with the Premises Manager rotating shifts at peak times.

Start Date – August 2024 or September 2024.