



Stormont School

JOB DESCRIPTION

Job Title:	Caretaker (AM)
Hours:	Full Time, Monday to Friday, 30 hours per week, 7:00am to 1:30pm (with 30 mins unpaid lunch break), although flexibility in working arrangements outside of core working hours may be required to meet deadlines or to cover staff absence.
Salary:	£20,904 pa based on part time hours above (full time equivalent salary £27,872 pa)
Benefits:	Contributory pension scheme Continuous Professional Development (CPD) opportunities paid for by the School Uniform Lunch (during term time) Thirty days holiday per year plus public holidays to be taken during school holidays.
Responsible to:	Bursar
Working Conditions:	Active indoor/outdoor work with sitting for limited periods of time Dexterity to handle tools and equipment Occasional working at height (after suitable training) Lifting and transporting moderately heavy objects (after suitable training)
Overview:	The role of our Caretakers are varied and wide ranging and require Flexibility. The School employs two caretakers between the hours of 7:00am and 6:30pm throughout the year. The caretakers are responsible for opening and closing the School, general maintenance and minor repairs, receipt and distribution of deliveries, supervision of external contractors, grounds maintenance, assisting with traffic management at the start/end of the school day, and some cleaning duties (emergency sickness and toilets).

Role will include but not be limited to the following duties:

Responsibilities

General

- To be responsible for the care and upkeep of buildings and grounds
- To maintain the highest standards of personnel management, hygiene and health and safety
- To assist in the maintenance of a safe environment for pupils and staff
- General portering duties and moving of furniture

- Assisting teaching staff with maintenance and portage tasks as requested
- Lettings: opening, closing and general duties
- Preparation of Hall for functions as required
- Straightening furniture and general tidying up of designated areas
- Receive and check goods and supplies and take them to the appropriate place for storage
- Meet regularly with the Bursar regarding Health and Safety issues and Building Maintenance
- Establish and maintain effective working relationships with colleagues, both teaching and support, in accordance with the Staff Code of Conduct

Security

- Overall access and security of the school premises including the opening and closing, unlocking and locking of school gates and buildings, locking of all windows and doors
- Open and close the school for evening use at times arranged by the Headteacher
- Unsetting and setting of school alarm system
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company as necessary
- Register as main Key Holder and be the first point of contact in an emergency callout situation
- Traffic management and control as required
- Supervision of children crossing the school grounds if required
- Ensure that clear passage is maintained on fire escape routes
- Security mark all new equipment
- Escort / Chaperone contractors on site (as necessary) during school hours
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

Maintenance

- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman including: changing light bulbs; unblocking drains; and replacing clock/fire doorguard batteries
- Turning heating and lighting on and off at appropriate times
- Making sure the premises are clean and that rubbish is collected and taken away, and any graffiti is cleaned up
- Check and maintain the boundaries of the school
- Ensure that all lights and heating are working effectively
- Report any defects of building, furniture, fittings and equipment to the Bursar
- Reporting to the Bursar any repairs or maintenance work which is beyond the competence and responsibility of Caretaking staff.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note
- Regular check of roofs for water pooling, debris, plant growth etc.
- Regularly check and clean soffits, bargeboards and external lights
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors
- White line the sports field in the Summer Term, check boundaries and report any defects
- Make safe any hazards and ensure that the area is cordoned off

Cleaning

- Buffing and maintaining flooring in school hall
- Spot cleaning of spillages including emergency cleaning of human deposits (vomit, excrement)
- Emptying and cleaning bins
- Daily litter sweep after breaks of all external areas of school including emptying of litter bins
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- Deep clean of outdoor play equipment during school holiday
- Ensuring that external rubbish is stored appropriately
- Routinely clean lamp shades and light diffusers (strip lights) to a height of eleven feet from floor level
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level

Management of Systems

- Monitor the work of contractors working on site
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters recording the readings as required.
- Ensure that the boiler room is tidy and that no flammable material is stored there

Health & Safety

- Undertake risk assessments of grounds and buildings as directed.
- Ensuring common hazards, eg. trips, slips, falls and fire are checked on a daily basis and any action needed is reported and dealt with in an effective and timely manner.
- Report all accidents in accordance with school procedures
- Make safe any hazards and ensure that the area is cordoned off
- Ensure appropriate control of substances hazardous to health
- Record regular fire safety and other checks, eg emergency lighting, water testing and fire alarm test
- Attend the School Health & Safety Committee when required
- Undertake additional training, such as Fire Warden, Manual Handling and Lifting and First Aid, as deemed necessary by the School

Person Specification

Qualifications and Experience

- Experience of working in an independent school environment is desirable but not essential
- Competent in the use of IT and use of electronic reporting systems.
- Evidence of undertaking similar duties in a school or other employment

Attributes

- Empathy with children and young people
- The ability to communicate effectively in an age appropriate way.
- The ability to build effective working relationships with staff and other members of the school community
- Flexibility in approach to people and working arrangements
- Ability to work independently and as part of a team
- Patience and good humour
- Fully supportive of the aims & ethos of an independent girls' day school
- Punctual with good time-keeping and pride in appearance and quality of work

Safeguarding, Discipline, Health & Safety

- Be aware of the safeguarding requirements in place in the School and abide by them at all times.
- Be aware of the School's Aims & Ethos and ensure that actions taken are not in conflict with them.
- Assist with the promotion of good order and discipline among the pupils.
- Be responsible for taking reasonable care of personal safety and that of pupils, parents, colleagues, visitors, volunteers and contractors.
- Co-operate with the Head, Bursar and members of the SLT in order to enable the Governors to comply with safeguarding and health and safety duties, reporting any risks or defect to the Bursar.

The School

Stormont School is a highly successful, independent girls' preparatory day school in Potters Bar, Hertfordshire for girls aged 4 to 11 years. Girls are prepared for many of the best senior day and boarding schools in Hertfordshire and London reflecting the high quality of teaching and learning and the opportunities the girls have to flourish. The School has approximately 150 girls and 50 staff.

Working closely with the Bursar and other members of the Senior Leadership Team (SLT) and all staff, the School caretakers support a wide range of school activities in addition to being responsible for undertaking regulatory checks. The job is varied and can be physically demanding, but it is also rewarding with the opportunity to genuinely add value and be part of a wider team committed to the aims of the School.

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.