



ST MARY'S SCHOOL HAMPSTEAD

JOB DESCRIPTION: SCHOOL CARETAKER

THE SCHOOL

St Mary's School, Hampstead provides an outstanding and inspirational Catholic education to girls from 2 year 6 months to 11 years. The School has around 200 pupils on roll.

THE ROLE

To liaise closely and support the Premises Manager in his objective of ensuring the efficient and effective day-to-day running, presentation and management of the School site, ensuring a warm, clean, safe and secure environment for all authorised users of the site and visitors.

To carry out school maintenance and repairs as directed by the Premises Manager ensuring these works are carried out in accordance with the relevant Health and Safety legislation and to handle the day-to-day issues related to such works.

Be conversant with the Health and Safety policies relevant to the post including those relating to manual handling, working from height, control of legionella, control of asbestos and fire safety.

Be able to attend relevant health and safety training as provided by the School in order to carry out the duties of the post.

Carry out any additional duties as required by the Headmistress or Bursar.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following responsibilities will be included in the duties which you may be required to perform:

- Child protection, discipline, health and safety.

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

JOB DESCRIPTION

The duties and responsibilities in the job description are not restrictive and you may be required to undertake other reasonable duties from time to time.

DUTIES AND RESPONSIBILITIES

The line manager for the Caretaker is the Premises Manager, who reports to the Bursar.

The Caretaker is part of a team responsible for the day-to-day cleanliness and tidiness of the School and the upkeep of the school grounds.

Duties will include:

- Ongoing repair and odd job work as necessary.
- Hanging shelving.
- Hanging display boards.
- Supervision of some maintenance contractors on site as directed.
- Receipt and distribution of any ordered goods, materials and equipment for the School, checking delivery notes and ensuring staff receive goods ordered.
- Maintaining prudent stock levels of necessary consumable items such as tissues, soaps, fluorescent tubes, batteries etc.
- Being responsible for the School's timely waste management collections including all recyclables.
- The movement of furniture and the setting up and taking down of tables and chairs for special events, functions and meetings.
- Manning the School entrance during school events (some out of hours working is expected).
- Organising and logging information regarding:
 - Water management records
 - Pest control records
 - Waste management
 - Energy usage data collection and record keeping
- Being responsible for the general upkeep of the School grounds, including clearing the grounds of all rubbish, leaves and snow / ice as appropriate, and the maintenance of the pond, and ensuring that all fire exit / escape routes are clear and accessible.
- Ensuring that all boundary areas / walls, entrances and exits are secure at all times.
- Undertaking pruning and planting periodically, as directed by the Premises Manager and ensuring that the flower beds are watered as needed.
- Inspecting playground areas daily.

Maintenance and Minor Repairs

The following is a list of 'typical' activities to be undertaken by the School Caretaker. It is an indication as to the types of duties expected:

- Repairing door handles, door closures, shelving, display boards, locks, basic painting and decorating, window latches.
- Repairing of furniture, coat hooks, curtain rails and school equipment.
- Assisting in the preparation of props for school productions.
- Fitting toilet roll holders, soap dispensers and paper towel mechanisms.
- Ordering of basic stock – toilet paper, light bulbs etc.
- Undertaking small plumbing jobs and replacement of tap washers, toilet seats/handles, plugs and chains to basins.
- Changing fuses up to and including 13 amps.
- Watering plants.
- Temporary boarding up of windows, removal of dangerous glass, making areas safe in the event of a hazard arising.
- Cleaning / disinfections as needed during school day.

The Caretaker will become a trusted 'Key Holder' for the School and expected to carry out any necessary duties that this may involve call out in the event alarms are triggered etc.

PERSON SPECIFICATION

The Caretaker will be:

- Required to meet and relate to pupils, teachers, management, parents, contractors, members of the public etc. and must be able to deal with all people in a polite and courteous manner.
- Able to maintain total confidentiality about school matters.
- Competent in IT matters.
- Conscientious, flexible, trustworthy and reliable.
- Physically fit and active, and having good DIY skills.

Ideally, the Caretaker will also:

- Have some experience of gardening.
- Have undertaken appropriate Health & Safety training.

HOURS OF WORK

- The Caretaker will be in attendance between 7am and 12noon on each school day. At the start of each working day the Caretaker will be responsible for doing a site check, opening doors and windows as required and alerting the Premises Manager to any matter requiring urgent attention.
- The Caretaker is expected to be available during all holiday periods as required by the Premises Manager. Hours outside of term-time and periods when Holiday Club is running, will typically be 8am – 1pm; however, this may be flexible depending on the works being completed. This will involve providing access for contractors and general maintenance that otherwise would not be practical to carry out during the school term time.
- There will be some occasions where when attendance out of these out of hours is required, such as our annual Christmas Carol Service and end of year Prize Giving.
- 6 weeks holiday per annum, plus bank holidays, pro-rata to reflect mid-year start date. Holidays to be taken during school holidays.

PAY SCALE

- Other Support Staff Pay Scale Point LLW – Point SS9 (FTE £24,000 - £29,500pa), pro-rated for 71% part-time working (actual pro-rated range: £17,142 - £21,071)

BENEFITS

- Free lunch in term-time: Lunch is provided for all staff in the School dining room by our catering team daily during term-time. Tea and coffee are available in the staff room throughout the year.
- Cycle to work scheme: A Cycle to Work Scheme is available to all staff, covering Santander Cycles annual membership as well as bicycles and protective equipment.
- Counselling helpline: The School provides access to 24-hour counselling helpline.
- Bupa 24/7 Anytime Healthline: The School provides staff and their families access via CISC to a confidential medical advice helpline.
- Optical Express benefits: The School provides staff access via CISC to Optical Express benefits.
- Annual flu vaccine: Annual on-site flu vaccination is offered to all staff (in Autumn Term).
- Critical illness cover: Canada Life will pay £25,000 in certain circumstances (cover available up to state pension age).
- Generous holiday allowance.
- Supportive professional development opportunities.
- Warm and welcoming work environment with close proximity to Hampstead village.

