



# St. Aubyn's School

*Bravely, Faithfully, Happily*



## **Caretaker with onsite accommodation provided, Full time permanent**

### **Start date: as soon as possible**

St. Aubyn's School is looking for an enthusiastic and proactive Caretaker who will be a key member of the school's operations team. Our new Caretaker will work alongside the Facilities Manager and his team in ensuring that the premises and grounds of the school are maintained to the highest possible level at all times. They will be supported by a committed and hardworking staff body, keen to ensure that every child is given the best possible educational experience.

The successful applicant will join a friendly, enthusiastic, hard-working team, who consistently strive to improve and maintain the best and safest environment. Benefits include onsite accommodation, reduced school fees, lunches and free car parking.

For a full job description and to apply please visit our website [www.staubyns.com](http://www.staubyns.com) (CVs alone not accepted).

**Closing Date: 11.59pm, Sunday 5<sup>th</sup> January 2025**

***We reserve the right to appoint at any time within the advertising period***

*The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to appropriate child protection screening including an Enhanced DBS check.*

St. Aubyn's (Woodford Green) School Trust  
A company limited by guarantee

Registered in England and Wales No. 1218766 Charity No. 270143  
Registered address Bunces Lane, Woodford Green, Essex. IG8 9DU

## Job description

<b>Job title</b>	Caretaker
<b>Department</b>	Maintenance
<b>Reports to</b>	Facilities Manager
<b>Job summary</b> Our new caretaker will: <ul style="list-style-type: none"><li>• Perform a range of caretaking duties</li><li>• Ensure that the school is maintained as a safe and secure environment</li><li>• Undertake routine maintenance and repairs</li><li>• Be committed to keeping up to date with relevant training</li><li>• Live on site in accommodation provided by the school</li></ul>	
<b>Key duties and responsibilities</b> <b>Security</b> <ul style="list-style-type: none"><li>• Unlocking the school in the morning and monitoring the parking at the main gate</li><li>• Checking, setting and responding to the fire and intruder alarm system</li><li>• Ensuring that all doors and windows are closed and locked after school at the appropriate times and locking the external gates</li><li>• Maintaining the tape status on the CCTV</li><li>• Ensuring that all security lights are operating correctly</li></ul> <b>Health &amp; Safety</b> <ul style="list-style-type: none"><li>• Ensuring that all playgrounds and drives are clear of ice, mud or any other slippery material</li><li>• Clearing all gutters and drains</li><li>• In conjunction with the cleaners, maintaining a high standard of cleanliness and tidiness throughout the school. Checking all toilets and WCs at lunchtime and replacing towels and toilet rolls where necessary</li><li>• Keeping the Workshop and surrounding areas clean and tidy</li><li>• Ensuring that all boilers and heating systems are working correctly</li><li>• Ensuring that all external litter bins are emptied daily. Keeping the grounds clear of litter. Monitoring the collection of refuse by the Council.</li></ul> <b>Maintenance</b> <ul style="list-style-type: none"><li>• Regularly checking all light bulbs and replacing where necessary. Checking all clocks and resetting as required</li><li>• Performing small items of plumbing, electrical and general maintenance as required. Notifying the Bursar when external contractors may be required</li><li>• Managing contractors on site, including outside of school hours</li></ul>	

**General**

- Preparing rooms for meetings, Open Days, Parents' Evenings etc. as required
- Collecting and distributing deliveries as required
- To maintain a certificate in First Aid
- Prepared to drive the school minibus to sports fixtures

The core hours are 7am to 6pm with a 2 hour lunch break in between. During term time, flexibility may be needed to assist with after-school hours events where locking and securing site may be needed.

**Safeguarding**

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

**St Aubyn's policy and procedure**

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

## Person specification

<b>Job title</b>	Caretaker
<b>Department</b>	Maintenance

<b>Criteria</b>
<p><b>Qualifications and experience</b></p> <p>A good general education (E)</p> <p>An understanding that the needs and safety of the children and staff are of prime concern (E)</p> <p>Work effectively both independently and as part of a team (E)</p> <p>An awareness of the need for strict hygiene and cleaning standards (E)</p> <p>Experience of primary school caretaking ✓ Working in a school environment/site management (D)</p> <p>Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work (E)</p> <p>Have worked in an environment using similar skills (D)</p> <p>Experience or expertise in areas of DIY (D)</p> <p>Relevant qualification or training in First Aid and/or Health and Safety (D)</p>
<p><b>Knowledge and skills</b></p> <p>Good organisational skills (E)</p> <p>Ability to prioritise, plan, schedule and evaluate work (E)</p> <p>Ability to be proactive and work on own initiative and manage own workload (E)</p> <p>Commitment to the security and wellbeing of the school (E)</p> <p>A willingness to undertake as necessary training in all aspects of the job including health and safety (E)</p> <p>Able to communicate verbally with all school stakeholders (E)</p> <p>Experience of security systems (D)</p> <p>Some evidence of administration skills e.g. Record keeping, time sheets (D)</p> <p>Knowledge and experience of Health and Safety regulations (D)</p> <p>Ability to drive (D)</p>
<p><b>Aptitudes and Physical requirements</b></p> <p>Enthusiasm (E)</p> <p>Flexibility (E)</p> <p>To be a proactive member of the school community (E)</p> <p>Hard-working (E)</p>

Common sense and initiative (E)

Ability and commitment to contribute fully to the tasks in school (E)

To uphold the ethos of our school (E)

Able to meet the physical demands of the post (E)

Ability to work at high levels with appropriate equipment (E)

Ability to deal with some manual handling (E)

E = Essential for post

D = Desirable

September 2024

