



Ripon Grammar School

Job Description

Caretaker

Key Aspects of Role:

The post involves being a registered key holder ensuring the safe operation and upkeep of the school site including the boarding houses. You would be expected to secure the school buildings, help keep grounds and buildings tidy and litter-free. You will be required to conduct minor repairs, maintain the swimming pool, move furniture and assist in statutory monitoring. Working as part of a team and on your own initiative is essential. Health and safety awareness and knowledge is required and further training will be provided as required. A good service ethos and a can-do, proactive, energetic attitude towards your work and people is a must. We are looking for a good self-manager who pays attention to detail and has the ability to prioritise their workload.

Reports to:

Premises Manager

NYC Grade/Salary:

NYC Grade E, point 6 to 9 which is a four-point scale.

Status:

Full-time permanent. Term-time only will also be considered.

Hours of work:

Hours per week 37
Mon- Thu 12:15-20:15
Fri 13:15 – 20:15

Callouts/Overtime:

If required, these will be paid at a minimum of 2hrs per site visit
Pool management

Overtime payment will be made for this post as appropriate paid at your standard hourly rate.

Key Responsibilities:

To attend to the opening and closing of the premises at designated times and to be responsible for site security. This may require you to work some unsocial hours in evenings and possibly at weekends, on a rota basis.

General Responsibilities:

- The general day to day operation of the school including:
 - Dealing with contractors.
 - Issuing permits to work.
 - Porterage.
 - Operating the heating systems.
 - Operating the lighting system.
 - Fire warden for the site.
 - Assist and liaise with the cleaning staff to ensure the building are clean.
 - Site security
 - Maintaining the pool.
 - General site stores and budget.
 - The site is clean and free of litter.
 - Duties to ensure the site is accessible.
 - Emergency cleaning (spillage).
 - Assist in setting up for school events.
 - Assistance to ensure the smooth running of the school lets.

- The general maintenance and minor repairs for the school including:
 - Reporting faults.
 - Small building repairs.
 - Clearing blockages and drains.
 - Repairing broken windows.
 - Pool maintenance and care.
 - Replacing lamps and diffusers.
 - Basic plumbing repairs.
 - Fire systems.
 - Minor repairs eg locks, doors and shelves.
- The general monitoring, recording and maintaining of the school systems:
 - Monitor service meters.
 - Asbestos and monitoring.
 - Legionella test and monitoring.
 - Pool testing.
 - Fire alarm testing.
 - Risk assessments.
 - Ladder safety.
 - General site system.
 - Emergency light testing.
 - Safety signs.
 - Fire extinguishers.

Lone Working and Health & Safety:

The caretaker is to observe the recommendations by NYC regarding working alone and Health & Safety in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the line manager as soon as possible.

Training:

The caretaker needs to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate this.

Performance Management:

Your post is subject to performance management and the job description will be reviewed on an annual basis (minimum) and may be amended as a consequence.

Safeguarding:

Ripon Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects everyone connected with the school to share this commitment.

All appointments:

All appointments are subject to verification of qualifications, medical clearance, a satisfactory Enhanced DBS check and satisfactory written references.

Any other duties as reasonably requested by the Headmaster

PERSON SPECIFICATION

Caretaker

Essential upon appointment	Desirable on appointment (if not already attained, training may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> Awareness of Health & Safety 	<ul style="list-style-type: none"> Ability to use tools for making minor repairs Experience working in a school environment Understanding safeguarding in a school
Experience <ul style="list-style-type: none"> Experience of carrying out minor repairs 	<ul style="list-style-type: none"> Experience of working as part of a team
Occupational Skills <ul style="list-style-type: none"> Able to work with minimum supervision Self-motivated Punctual Flexible approach Attention to detail Ability to manage time effectively to complete tasks to a high level. Ability to work both alone and within a team to achieve specified standards Good verbal communication skills Ability to manage people directly and indirectly Ability to contribute to the life of the school Ability to adapt to changing and conflicting demands 	<ul style="list-style-type: none"> Good IT skills Sound planning skill
Qualifications	<ul style="list-style-type: none"> First aid Manual handling Working at heights
Other Requirements <ul style="list-style-type: none"> Physical ability to carry out general caretaking duties as detailed in the Job Description. 	