Great Marlow School

Bobmore Lane Marlow Bucks SL7 1JE
Tel: 01628 483752 Fax: 01628 475852
info@gms.bucks.sch.uk

Headteacher : Mr K Ford

CARETAKER

37 hours per week 52 weeks per year

Salary range 2 (£18,702 - £21,008)

LINE MANAGER - Site Manager

We have a vacancy for a Caretaker to join our Site Team from October 2018;

Responsibilities will include to help maintain buildings and grounds to a high standard and provide an environment which enhances learning for our students. The Site Team also provide support to a local Primary School within Marlow and this role would include working across both sites.

The work includes security and keyholding duties, carrying out day to day repairs including plumbing, decoration and maintenance work, porterage of equipment/deliveries, and management of heating and lighting.

You should be fit, active, flexible, trustworthy and with a 'can do' attitude

Hours will be required to be worked in a shift pattern as directed by the Site Manager to cover the extended school day, Monday to Friday.

School Term times:- shift options of 7.00 am - 3.00 pm / 11.00 am to 7.00 pm.
School Holiday times:- shift options of 8.00 am - 4.00 pm / 10.00 am to 6.00 pm.

The opportunity for Overtime is available for covering school lettings.

Holiday is to be split across both School Term & School Holiday periods.

For an application form please visit our website www.gms.bucks.sch.uk or contact us on 01628 483752. On the website follow the link on About Us and then to Job Vacancies.

Closing Date: Friday 12th October 2018 at 3.30pm with Interviews to be held week commencing 15th October.

Great Marlow School is committed to safeguarding and the post is subject to an enhanced DBS check.

CARETAKER
Job Description

Main purpose of the post:

To keep the school functioning effectively, maintaining the buildings and grounds to a high standard to provide an environment which enhances learning for students.

Duties and Responsibilities will include:

Security of Premises

- Undertaking the responsibility of Keyholder.
- Ensure that the school is locked securely at the end of the day.
- Ensure that the school is open to persons who have hired the premises for private use.
- Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
- Take reasonable steps to deter trespass on school premises and authorised parking of vehicles.
- Carry out any necessary duties incurred with burglar and fire alarm systems.
- Understand fire safety regulations, Health & Safety Regulations, emergency procedures and the rules for evacuating a building.

Heating and Lighting

- To be familiar with the working of the school heating systems to ensure that the school is at the required temperature for evening events & bookings.
- To assist in maintaining the boiler and plant rooms are kept in a clean and tidy order and keep clear access to all service isolators (gas, electricity, water). Ensure that flammable materials are kept out of the boiler room and away from any heat sources.
- Assist in maintain a variety of records and monitoring meter readings and fuel usage.

Maintenance Duties

- Take delivery of stores and materials, making arrangements for storing them and undertaking general porterage duties.
- Carry out many and various minor repairs e.g. mending broken windows, changing light bulbs, unblocking drains and toilets, small woodwork projects, painting areas including preparation.
- Other handyman duties as required by the Site Manager or Assistant Site Manager.
- Ensure litter is dealt with appropriately and waste is disposed of as directed by Site Manager.
- Emergency cleaning of human deposits.
- Replacement of consumables (soap, toilet rolls, hand towels).

Other Duties

- Keep all store rooms in a clean and tidy condition.
- Arrange chairs and tables for meetings, assemblies, exams etc. and clearing away afterwards.
- Attend all health and safety training courses as determined by the management of the school.
- Drive school minibus, as directed, from time to time.
- To maintain confidentiality at all times in respect of school related matters.
- The Postholder is required to be flexible as to hours/shifts worked to meet the requirements of the school during both term time..
- Any other reasonable duties as directed by the Site Manager, Business Manager or members of the Leadership Team.

Morning Caretakers Job Description

- Complete the locking up process of the school.
- Check tables are down in the canteen for breakfast.
- Check toilets for toilet roll, soap, hand towels. Check toilets are in good condition (toilet seats not broken, toilets not blocked or leaking, urinals not blocked or leaking).
- Check roller hand towels in toilets and classrooms.
- Check the gates to school field are closed.
- Outside litter bins to be emptied at least once or twice a week.
- Litter picking once a day after lunch or may be more depending on weather.
- Outside bins compound to be kept clean and tidy as possible.
- Deliveries to be put away and parcels to be delivered.
- During your working day other work may be required.

This position is very physical often with heavy loads to carry.

Students can sometimes act without thinking and all adults on site have a responsibility for actively promoting the correct behaviours.

There is a high volume of people.

Caretakers are often needed immediately.