



The following is an outline of the role of caretaker who is responsible to the Head of Maintenance, the Bursar and the Headmaster.

The principal duties of the caretaker are to provide appropriate support to the Head of Maintenance, his staff and the school generally, ensuring the safety of themselves and others at all times. The standard working hours will be 07.00 - 15.30 Monday to Friday. Occasionally you may be required to work extra hours, this will generally be agreed in advance and will be either as time in lieu or paid, eg. Senior Sports Day. This is a full time position, with 4 weeks paid holiday per year.

The main duties will include:

1. To ensure the safety and security of the school, including all premises, staff, pupils, parents and any other visitors to the campus.
2. Opening the school buildings each day including unlocking external doors, checking areas are safe and reporting damages to the Head of Maintenance.
3. Maintaining the school minibuses (of which there are currently four) as required (including cleaning inside and out, replenishing fuel, oil and screen wash), weekly during school term time and at other times as instructed by the Head of Maintenance. Report any damages / concerns to the Head of Maintenance.
4. Driving the school minibuses as required to various locations around the island (school trips and visits), and driving the school maintenance van as required.
5. Carry out routine maintenance of school premises as required, including repairs, painting/decorating.
6. Assist the Head of Maintenance to report and remedy any Health and Safety issues.
7. Clear/clean drains, gutters, walls, grounds (including weed/moss control with a knapsack sprayer) appropriately and in accordance with current Health and Safety practises, including COSHH regulations, Working at Height and Manual Handling, use and maintenance of appropriate equipment and PPE.
8. Use maintenance tools, equipment and personal protective equipment (PPE) required for the position appropriately and in accordance with Health and Safety regulations.
9. To carry out general porter duties including delivering parcels, moving furniture, office supplies and equipment and preparing rooms for meetings, drama/musical productions and other school events.
10. Carrying out any other reasonable duties as instructed by the Head of Maintenance, the Bursar or the Headmaster.

**Note:** This Job Description covers the main duties and responsibilities of the job. The appointee may from time to time undertake other activities commensurate with this Job Description.

## **PERSON SPECIFICATION**

### **Experience**

Involvement in a caretaker role an advantage, although full training will be provided.

### **Skills and Abilities**

- willingness to be part of a hard working team
- an understanding of the role
- enthusiasm
- reliability

- initiative
- flexibility
- ability to build positive working relationships.
- a good communicator.
- able to act on their own initiative.
- able to work under pressure at busy times.
- able to prioritise work effectively.
- be accurate and take pride in their work.
- be interested in and willing to become involved in the life of a busy prep school.

**A clean driving licence is essential.** Category D1 (minibus) would be an advantage, although full training will be provided.

The following would also be an advantage: Current certification in: Manual Handling  
Working at Height

### **Safeguarding and Child Protection**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

### **Procedure for application**

Applications should be made using the application form available together with a covering letter (no more than a page) and posted to the Bursar, Mr Chris Lanyon, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG.

The closing date for applications is **Friday 7th February 2019**. After which references may be taken for those candidates considered for the shortlist.

Failure to use the correct application form or to attach a covering letter may count against an applicant.

Shortlisted candidates will be contacted by telephone and interviews will be held approximately a week after the closing date above. An offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work on Monday 1st April (or before if possible).