



Job Description

Caretaker/Cleaner/Gardener

Working Hours: 37½ hours per week, Monday to Friday 10.30am – 6.30pm (½ hour unpaid lunch break) throughout the year.

Responsible to: The Bursar through the Estate Manager and Housekeeping Manager

Summary of the Role:

To maintain the presentation of the grounds and interior of the school. General maintenance and cleaning duties as required.

Main Duties and responsibilities

1. Minor routine and emergency maintenance/repairs
2. Be responsible for the upkeep, weeding and planting of beds, borders and baskets around the school
3. General tidying duties including keeping footpaths and steps clear, cleaning drain covers and gullies at ground level, collecting litter and emptying bins
4. Painting and decorating, basic carpentry and plumbing
5. Security, including locking and unlocking of such areas and at such times as are required
6. Preparation of rooms and areas for lunch and events
7. Clean designated areas to set standards as required, ensuring highest possible standards of cleanliness are maintained
8. Ensure adequate supplies of soap, hand towels and toilet tissue in the appropriate designated areas
9. Replenish cleaning materials required and ensure they are stored and handled in the correct manner
10. Maintain cleaning equipment in good working order and report any defects/issues
11. Porterage, furniture moving, mail and parcel distribution
12. Comply with Health and Safety and Fire regulations
13. Checking and marshalling of vehicles on special occasions
14. Report any hygiene problems, incidents or breakages the job holder becomes aware of
15. Carry out such duties as specified by the Bursar or Estate Manager

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Person Specification Caretaker/Cleaner/Gardener

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none">• Full Driving Licence	<ul style="list-style-type: none">• Minimum 2 GCSEs, Grade C or equivalent
Experience	
	<ul style="list-style-type: none">• Experience of general maintenance work• Formal trade experience either joinery, plumbing or electrical
Skills	
<ul style="list-style-type: none">• Good Interpersonal skills• Ability to work independently and as part of a team• Ability to work accurately with attention to detail	
Personal Attributes	
<ul style="list-style-type: none">• Calm under pressure• Takes pride in their work	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours)	