



Job Description

Caretaker

Working Hours: 37½ hours per week, Tuesday to Saturday 12 noon to 8pm (½ hour unpaid lunch break) throughout the year.

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

Summary of the Role:

To assist with security, cleaning, minor maintenance and repairs at the Grange and the Pavilion.

Main Duties and responsibilities

1. Security of the Pavilion, including locking and unlocking buildings, setting and disarming of the alarm at such times as are required ensuring all emergency exits are operational and monitoring the changing rooms on match days
2. When not required at the Pavilion to assist at the Grange site as directed by the MPS Caretaker
3. Clean designated areas (Pavilion and the Grange site) to set standards, ensuring highest possible standards of cleanliness are maintained, ensuring adequate supplies of soap, hand towels and toilet tissue in the appropriate designated areas
4. Provide security, particularly for the changing rooms, on match days
5. Minor routine and emergency maintenance/repairs
6. General tidying duties including keeping footpaths and steps clear, cleaning drain covers and gullies at ground level, collecting litter and emptying bins
7. Preparation of rooms and areas for events
8. Replenish cleaning materials required and ensure they are stored and handled in the correct manner
9. Maintain cleaning equipment in good working order and report any defects/issues
10. Comply with Health and Safety and Fire regulations
11. Checking and marshalling of vehicles on special occasions
12. Report any hygiene problems, incidents or breakages the job holder becomes aware of
- 13.
14. Porterage, furniture moving, mail and parcel distribution
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

<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)	