



Reed's School Job Description

SCHOOL CARETAKER

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Context of the Role:	The purpose of the role is to assist the Estates and Facilities team with caretaking and general maintenance across the School site and to carry out driving duties as and when required. There may also be a requirement to carry out Security duties. The role holder will carry out appropriate tasks assigned by the Site Operations Manager and Fire Safety Officer and to carry out any other maintenance and repair work outside the planned programme as needs arise. This will include preparation for school functions such as assemblies, Speech Day etc. The role-holder will also be required to carry out driving duties to transport pupils or staff to and from school events and may also be required to provide a school run service to and from School. The successful candidate will be required to work across both Reed's School and Ripley Court School. The role-holder will be required to work 40 hours per week on average, and on a rota basis to cover weekends.
Main Duties and Responsibilities:	• Set out and put away furniture and equipment as required for assemblies, exams or special events and to undertake general portage. • Carry out car parking duties as required for school events. • Drive the school minibus for staff and pupils as required and to collect materials for use by the School maintenance team from local suppliers. • Identify maintenance issues and report to the Site Operations Manager and Fire Safety Officer. • Respond to emergencies, breakdowns and requests by the Site Operations Manager and Fire Safety Officer. • Assist the Site Operations Manager and Fire Safety Officer to ensure that the School is secure, well

Reed's School Job Description

SCHOOL CARETAKER

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	maintained, adequately heated and that the environment is safe for all users. • Unlock and lock up multiple buildings, arm and de-arm alarms systems and carry out security checks on a shift basis. • Be aware of, and report as necessary, security issues both during normal School opening hours and out of hours. • Assist with external lettings where required. • Check energy and water consumption, as directed by the Site Operations Manager and Fire Safety Officer, to ensure efficiency, reading meters on a regular basis. • Participate in the security rota where required. • Provide emergency cover as required. • Assist the Site Operations Manager and Fire Safety Officer in the management of Health and Safety within the Maintenance department. Have an awareness of the requirements under the Health and Safety at Work Act 1984 and follow Safe Systems of Work. • To help with cover of out of hours alarms at Ripley Court School. • To assist with work at Ripley Court School at the request of the Site Operations Manager and Fire Safety Officer. • Carry out other reasonable duties as instructed by the Site Operations Manager and Fire Safety Officer and commensurate with the role. • Promote and safeguard the welfare of children and young persons with whom you come into contact.
--	---

Reed's School Person Specification

SCHOOL CARETAKER

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Qualifications:	- GCSE/NVQ Level. - Current Driving Licence.	D1 qualification to be able to drive School vehicles.
Knowledge and Experience:	Knowledge of relevant Health and Safety legislation and Safe Systems of Work.	- Previous experience of working within a school setting including Safeguarding practices. - Ability to use a range of machinery and equipment in the performance of the post holders' duties.
Personal Competencies and Qualities	- Reliable, effective, efficient and take ownership of tasks. - Ability to communicate at all levels. - Capable of lifting and moving relevant equipment. - Team player with a positive and adaptable 'can do' approach to work including the ability to be flexible in approach to change in working hours. - Ability to stay calm and diplomatic under pressure. - Provide assistance and advice within the relevant skill area. - Committed to the safeguarding and welfare of all pupils.	