



JOB DESCRIPTION

Updated November 9th 2022

1 JOB DETAILS

Job Title:	Caretaker (7 am – 4 pm with additional shifts on rota basis) (8 am - 5pm, 9am – 6pm, 11am – 2pm & 2pm – 11pm)
Location:	Frognal (Note: the role involves working across the Foundation and is based at Frognal. Current responsibilities involve working predominantly at the Senior School.)
Salary:	£26,041.60 (12.52 per hour)

2 JOB PURPOSE

To work with the Site Services Manager/ Head Caretaker and Deputy Head Caretaker to ensure that the school facilities are prepared according to requirements, including health and safety specifications and that the day security of the facilities is maintained.

3 DIMENSIONS

The Caretaker reports to the DHC on a daily basis and is part of the Facilities department – staff work as part of a team.

Note: There are additional Caretakers in the Facilities team who report to the DHC who in turn reports to the Site Services Manager/ Head Caretaker (SSM/HC.) The SSM/HC FC has overall responsibility for the Facilities department.

4 KEY RESULT AREAS

Under the Health and Safety Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment.

- i) To open up/close the buildings as required.
- ii) Preparation of all facilities (including those for external hire) according to requirements.
- iii) Physical movement of equipment and furniture within the school according to requirements.
- iv) During the school day, to ensure that that appropriate security measures in place e.g. at Senior School where it is noticed that visitors are not wearing a UCS visitor's badge to conduct/direct person concerned to reception in order to meet these requirements.
- v) When goods are delivered to direct the person to appropriate place e.g. at Senior School to Access Controller in order that they may be received and stored according to required practices.

- vi) To keep the school and grounds tidy and clean e.g. clean specified areas, litter cleared from playground etc.
- vii) To assist with cleaning as required
- viii) To undertake minor repairs as required
- ix) To ensure that health & safety requirements are met
- x) To provide general assistance as directed or as required.

Cover Provided at the Senior School:

- xi) To provide cover over the weekends, on a rota basis, for Caretaking/Access Control i.e. to ensure that the facilities are kept secure and that visitors are directed to appropriate areas

Personal Development

- xii) Propose courses/seminars as required to ensure that personal professional development requirements are met.
- xiii) Initiate, if the line manager has not done so, an annual review.

5 REQUIREMENTS FOR THE POSITION

- i)* Initiative: a 'doer' – follows through actively to a successful conclusion; alternatively seeks out opportunities to make a contribution and work constructively with others.
 - ii)* Ability to meet deadlines.
 - iii)* Ability to work as part of a team.
 - iv)* Reliability in working hours and punctual
 - v)* Flexibility in working hours due to events and occasions at the school.
- Use of cleaning chemicals
 - Manual handling
 - Fire Warden training