

## **Post: School Maintenance Caretaker**

Reporting to: Facilities and Resources Manager

### Prior Park Schools

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We are a family of schools comprising, Prior Park College, Bath, The Paragon Junior School (Bath) and Prior Park School Gibraltar. Each School provides a high achieving, co-education, Christian Education. Our encouraging ethos nurtures pupils to become confident, capable, compassionate and independent young people.

There are some 340 staff across PPS. The heart of PPS is the encouraging Catholic/Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independent minded young people.

### The Post

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Reporting to the Facilities and Resources Manager, the Maintenance Caretaker will join an existing Caretaker in looking after the grounds and buildings of Prior Park School.

### Responsibilities

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- Provision of an efficient caretaking service to the School building and community
- To assist the Cleaning Team to carry out emergency cleaning during the day on occasions
- Responsible for assisting with general security and safety of the School Community, including ensuring the school is unlocked each morning and locked up at the end of the day (turning lights off/electrical appliances) on a rotational basis
- To be responsible for setting up furniture, staging, and assisting with arrangements for school events and outside functions as required
- To distribute parcels, mail and any deliveries around the school as required and being responsible for the condition of the storage rooms, escalating any issues accordingly
- To ensure the orderly disposal of the schools' rubbish and recycling, including keeping the bin areas clean and tidy; liaising with the relevant authorities when required
- To ensure the gutters and drains are cleared periodically as part of routine maintenance
- To ensure the established system is adhered to by fault reporting and tracking of rectification work
- To carry out minor repairs/works e.g. replacing light bulbs, putting up shelves

- To carry out plumbing, carpentry, decoration and other light building duties as the post holder's skills allow. Additional support can be sought where necessary and major works will be contracted out
  - To assist with the maintenance of the school grounds including watering, mowing, weeding, spraying, pruning. At the moment the external grounds are very limited, however it is the intention to expand
  - To clean and maintain outdoor areas, patios and pathways ensuring they are always clear of litter and leaves
  - Maintenance of outdoor equipment including table tennis tables, picnic tables, benches etc.
  - To provide occasional assistance with the directing of traffic outside the School and ensuring safe access to the School
  - To respond to emergency callouts on a rota basis, if the burglar or fire alarm is activated
1. To conduct regular check on fire and security systems e.g. gas panel, fire alarm panel, call points etc.

Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the school.

### Conditions

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Normal hours of work will be 8 hours each day, between Monday and Friday.

The salary for this position will be competitive, depending on the successful candidate's skills, experience and qualifications.

In addition to any normal public and Bank Holidays, there are 20 days weeks paid holiday. Holidays must be taken out of term-time.

### Person Specification

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	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Demonstrate experience of caretaking or premises management, building cleaning or building management</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge and familiarity with commercial cleaning techniques.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate experience of using general cleaning equipment</li> <li>• Demonstrate proven experience of DIY skills</li> <li>• Demonstrate experience of taking responsibility for security of a building</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate basic IT skills including using Word, Excel and Email</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Demonstrate some knowledge of security systems</li> <li>• Demonstrate knowledge of moving and handling procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of Health &amp; Safety regulations in schools including COSHH guidelines</li> </ul>
Skills and competences	<ul style="list-style-type: none"> <li>• Demonstrate an ability to communicate verbally in an effective and accurate way to obtain and give required information</li> <li>• Demonstrate an ability to work in an organised and methodical manner</li> <li>• Demonstrate an ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school</li> <li>• Demonstrate the ability to supervise the work of others</li> <li>• Demonstrate the ability to work flexible hours</li> <li>• Demonstrate an ability to work with minimal supervision and to given timescales</li> </ul>	<ul style="list-style-type: none"> <li>• Bilingual English and Spanish</li> </ul>

## Child Protection

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Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

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In the course of employment at Prior Park Schools, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.