

Post: Caretaker

Reporting to:

1. Estates Manager
2. Estates Director
3. Business Director

Prior Park Schools

Prior Park College is an independent day and boarding school for 600 girls and boys aged between 11 and 18. The school occupies an imposing 50 acre site on Ralph Allen Drive in Bath, combining beautiful Grade 1 listed buildings with more modern, purpose-built facilities. Prior Park College is one of the group of Prior Park Schools which includes our junior school, The Paragon, on a 7.5 acre site in Lyncombe Vale, Bath, and our sister school, Prior Park Gibraltar, opened in September 2016. More information can be found at www.priorparkcollege.com.

The Role

Reporting to the Estates Manager, the Caretakers work as part of a team looking after the grounds, buildings and community of Prior Park College and The Paragon School.

Please note that the list shown below is not exhaustive and other additional, reasonable tasks falling within the capabilities of the post holder may be required, depending on the needs of the business. Some tasks are carried out as part of a team.

- Provision of an efficient caretaking service, including cleaning.
- Responsible for assisting with the general security and safety of the school community at Prior Park College, including locking-up (incl. the evening lock-up), turning off lights/electrical appliances and closing windows, with occasional locking and assistance at the Paragon School.
- Setting out furniture for exams, parents' evenings and meetings and assisting with arrangements for school events and outside functions.
- Distributing parcels, stores and linen around the schools on a daily basis, as and when necessary.
- Helping to ensure the orderly disposal of the schools' rubbish and recycling, including keeping the bin and recycling areas clean and tidy.
- Assisting with the maintenance, operation and cleaning of the swimming pool complex and testing and maintaining the quality of the pool water.
- Responding to emergency callouts, being the first point of contact for the College and the Paragon (night time callouts are rare)
- Assisting with the clearing of gutters, drains and blocked pipework.
- Checking and topping up water softeners.

- Carrying out minor repairs such as replacing light bulbs or putting up shelves etc.
- Adhering to the system for fault reporting and the tracking of rectification work.
- Occasional assistance with the directing of traffic and parking.
- Maintaining a general awareness of any unauthorised vehicles, visitors or activity on site that might pose a safeguarding or security risk to the school community.
- Any other duty which falls within the employee's capability and which may reasonably be required to assist with the smooth operation of the Estates Department.
- Follow the schools' Health and Safety policies and procedures and adopt safe working practices
- It is desirable, but not essential, for the post holder to have worked previously in a school or college environment and to be able to work independently and as part of a small, friendly estates and maintenance team.

Child Protection

Prior Park Educational Trust 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

In the course of employment at Prior Park Educational Trust, 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.