



CARETAKER

The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

The Vacancy

We are seeking a Caretaker to join our Facilities Team. The role is part of the non-teaching staff, and reports to our Site Manager. It is graded on Range 2 of the AHS Pay Scale. The post is permanent and full time, 37 hours per week Monday - Friday working on a split shift. This may vary during the school holiday periods. Overtime is an essential part of the role, in most cases working 1 evening a week and 1 weekend every 4 weeks. There is also an additional overtime need for school events and holiday cover. This will be paid in accordance with AHS guidelines. You are also required to be a keyholder for the site and to attend alarm call outs (intruder/fire). Holiday entitlement is taken in negotiation with the Site Manager.

The Department

Caretaking staff, as members of the Facilities Team, are the frontline representatives of the school in many areas, such as maintenance, site security, school events and hirings, so good interpersonal skills are essential.

They have a vital role to play in the smooth running of the establishment and should use their initiative to prevent foreseeable problems within their areas of responsibility and to put in hand preventative maintenance wherever possible. Although major items need to be reported to the Site Manager.

The School uses a compliance helpdesk system called 'Every'. All staff use this to report items such as H&S, remedial maintenance, event set ups etc. 'Every' is also used for statutory maintenance that needs completing on a weekly, monthly or yearly basis. The Caretaking Team will use the compliance software to deal with maintenance, most everyday repairs and day to day running problems. The Caretakers meet on a regular basis with the Site Manager to exchange information and discuss any problems.

JOB TITLE: CARETAKER

LINE MANAGED BY: Site Manager

DATE: April 2024

PAY RANGE: AHS Pay Range 2 (£24,879-£26,961) + Overtime

JOB PURPOSE

To promote the aims of the school, as expressed in the School Statement. To undertake duties, as directed by the Site Manager, in a professional and courteous manner, including; opening and closing of the School, undertaking minor repairs and maintenance, and supporting the efficient operation of the school through portage and furniture/equipment relocation. The position has a vital role to play in the smooth running of the school and the use of initiative is important to respond to urgent maintenance problems such as water leaks without needing direction.

DIMENSIONS

Full-time (37 hours/week), 52 weeks/year, plus overtime to cover school events, hirings and completion of statutory maintenance checks.

Normal working hours term time: mornings:

Monday and Tuesday: 07:00 to 09.15 hrs (x2 days/week)

Wednesday to Friday: 07:00 to 09.30 hrs (x 3½ days/week)

Term time afternoons:

Monday to Friday: 13:00 to 18:00 hrs (x 5 days/week)

School holiday periods:

Monday to Friday 08.00 to 17.00 (with a 2 hour break at a time mutually agreed time)

Overtime requirement: usually 1 evening per week and 1 weekend every 4 weeks.

Holiday entitlement is taken in negotiation with the Site Manager and the larger proportion of it should be taken in the school holidays.

PERFORMANCE STANDARDS

The work of the Caretaker will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

PRINCIPAL ACCOUNTABILITIES

The role will require the undertaking of the following tasks (note: this list is not exhaustive but intended to convey the size and level of work that could be tasked):

1. Security:

- a. Unlocking/Locking of gates and doors as required during the day in term time and the school holiday and ensure windows are shut when the building is not in use
- b. Report any security breaches
- c. Keyholding - to be a keyholder for the site and to attend alarm call outs (intruder/fire). Any call outs outside shift duty hours will be paid at overtime (double rate) with a minimum period of 2 hours paid.
- d. Operate alarms/security systems, which requires an understanding of how they work
 - i. Intruder
 - ii. Fire

iii. Access Control

2. Remedial Maintenance:

- a. Monitoring site during daily activity to identify maintenance issues and report them to the Site Manager for logging onto the Every Compliance system
- b. Make systems or areas safe which will require more specialist repairs: isolating electrics, turning off water, shoring up or cordoning damaged structure
- c. Electrical work allowed by legislation: plug replacement, like for like unit replacement (including bulbs)
- d. Plumbing: fixing leaking taps or joints, blocked toilets, ball cock replacement etc
- e. Carpentry work: such as fitting shelves, constructing temporary structures, fixing damaged wooden equipment
- f. Decorating: small area painting, touch ups, plaster repairs
- g. Relaying paving in small areas, including mixing and laying of concrete or similar

3. Routine Maintenance Checks - Statutory:

- a. Portable Electrical Appliance Testing (PAT)
- b. Emergency Lighting flick checks
- c. Fire Alarm weekly testing
- d. Fire Extinguishers checks weekly
- e. Legionella prevention actions
- f. Asbestos condition checks

4. Undertake Basic Record Keeping: with reference to maintenance checks

5. Contractors - escort/oversee during site visits

6. Maintain Outside / Exterior Areas to ensure safety and tidiness:

- a. Drains: keep clear of obstructions
- b. Paths, entrances, car parks, steps, etc.:
 - i. keep clear of leaves, moss and mud
 - ii. grit and snow clear during severe weather
 - iii. jet/power wash
- c. Signage: keep clean and free from algae
- d. Check trees for broken/ overhanging branches that could pose a safety risk and report to Groundsman
- e. Waste: gather from exterior bins ready for waste collection
- f. Litter Picking on hard and soft areas
- g. Regularly clean designated areas of the school grounds according to instructions

- h. Porterage (deliveries, chair & desk setting up/down, movement of furniture & equipment around the school, assist in setting up for school events)

7. Cleaning:

- a. undertake emergency cleaning duties/activities when no-one from the cleaning team is on duty such as dealing with spillages and graffiti removal
- b. support the cleaning supervisor with staff shortages and undertake any cleaning duties that may be required.
- c. routine cleaning of outdoor areas of the school buildings and grounds
- d. specialist cleaning and maintenance of wood flooring areas
- e. external ground floor level window cleaning
- f. support to the cleaning supervisor with other deep cleaning activities beyond the scope of the cleaning team in the holidays, eg carpet cleaning, high level cleaning or activities requiring specialist techniques
- g. basic core cleaning to cover working areas of Non-Teaching staff during school holidays

8. H&S:

- a. Adhere to the School's Health and Safety Policy
- b. Carry out Health and Safety related tasks
- c. Willingness to undertake training

9. Hirings:

- a. Meet hirers at the start of their session and ensure their requirements are met.
- b. Deal with any issues which arise during the hiring period, rectifying issues as they arrive if possible.
- c. Check the facility at the end of the hiring period for damage and tidiness and rectify any deficiencies
- d. Undertake any cleaning duties when necessary, i.e check halls/toilets are clean between any hirings and undertake any emergency cleaning during hirings.
- e. Undertake some maintenance checks

Work with other members of the Facilities Team to contribute to the school improvement process.

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

Self-Evaluation and Improvement

Contribution to whole school self-evaluation will take the form of:

- Being involved in whole school surveys
- Participating in the Appraisal process
- Participating in CPD activities

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

PERSON SPECIFICATION

Essential Criteria

It is essential that the postholder:

- has the practical ability to problem solve and use initiative
- is able to organise, prioritise and complete tasks efficiently
- has the ability to work effectively with people from a wide range of levels and responsibilities
- works effectively as a team member
- works effectively to complete solo tasks with the minimum of supervision
- has oral and written communication skills adequate to the role
- is able to accept instruction and seek clarification where necessary
- is physically able to carry out portage duties, which will involve lifting, and is able to work at height
- has the ability to understand and follow instructions on equipment, materials, etc.
- has the ability to perform minor repairs and has experience in using hand tools
- is diligent in completing work to a high standard, especially as much of it is safety related
- be able to maintain confidentiality at all times as appropriate
- is punctual and reliable
- is willing to undertake Health and Safety, IT, and other training
- has experience of using a computer for email, data input (eg completing spreadsheet records of checks or entering information on commercial software and internet research)

The post holder must also (essential factors):

- be prepared to work a shift pattern and is willing to work flexible hours within the requirements of the job
- be prepared to undertake occasional overtime to cover additional School events

Desirable Criteria

It is desirable that the postholder:

- has previous knowledge/experience of the Caretaker role
- has previous experience in the building trade
- has an understanding of Health and Safety Regulations and Procedures and how they apply in a school environment

HOW TO APPLY FOR THE ROLE

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: hr@ahs.bucks.sch.uk or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Sunday 5th May 2024

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.