



# St Christopher's Prep, Hove

A BRIGHTON COLLEGE SCHOOL

## Job Description

**Name:**

**Job Title:** Caretaker/Maintenance Officer

**Line Manager:** Bursar

**Responsible to:** Bursar

### Overview:

This is a key position within St Christopher's School. The role demands flexibility and attention to detail together with energy and enthusiasm and the willingness to go the extra mile. The Caretaker role encompasses all aspects of buildings, site security, maintenance tasks, logistics and cleaning. It requires a close working relationship with the Bursar and other members of the wider school team.

### Key responsibilities:

- ❖ To liaise with the Bursar regarding all issues that relate to the maintenance and upkeep of the School sites. To include (but not limited to):
  - Minor building and site repairs
  - Health and safety compliance
  - Fire risk compliance
  - Security
  - Plumbing
  - COSHH
  - General maintenance
  - School logistics.
- ❖ To assist with preventative maintenance, coordinating repairs and performing compliance tests where required.
- ❖ To be responsible for opening/locking the school buildings, setting the alarm systems and securing the premises when required.
- ❖ To be a first nominated key holder for the intruder alarm which may result in an out of hours call out to attend the premises.
- ❖ To perform carpentry (basic), painting & decorating, plumbing and minor electrical work (within statutory limitations) as may be required. To maintain locks and keys.
- ❖ To be able to identify, assess and act upon health and safety issues that may need immediate attention. To report to the Bursar on any areas within the

School and grounds that could be a hazard or cause harm to the pupils, staff and visitors to the School.

- ❖ To maintain and ensure compliance with all the appropriate health and safety regulations and statutory requirements. To undertake regular checks on a systematic basis as requested.
- ❖ To assist with School logistics including stage/seating erection, attending Open Days, Parent Evenings and other school evening functions when necessary for the purpose of assisting with lifting and carrying, general cleaning and locking and securing the building
- ❖ To maintain internal and external lighting, including setting time clocks.
- ❖ To assist in the delivery of goods and parcels where directed by the Bursary Office.
- ❖ To maintain and check equipment safety, including door closures.
- ❖ To undertake general maintenance, including decorating work as and when directed during school holidays.
- ❖ To monitor the service provided by the external cleaning company in the evening, reporting any issues to the Bursar and undertaking cleaning throughout the day as and when required to ensure the cleanliness of the school is maintained to a high standard.
- ❖ To attend to litter and clear rubbish, being proactive with regards to the prevention of fire and limiting any potential pests. Liaising with a pest controller in the event that pest activity is identified.
- ❖ To maintain the grounds by jet washing play surfaces, cutting back plants, clearing leaves and gutters as required. To be proactive in assessing climatical change and requirements for outdoor surfaces, assisting with snow clearing, de-icing and other hazards that may arise.
- ❖ To assist during school lunches, clearing tables in readiness for the next sitting and putting away tables, benches and chairs quickly at the end of the lunchtime session.
- ❖ To drive the School minibus for trips and activities as required.
- ❖ To undertake PAT testing of electrical items within the School (training will be provided).
- ❖ To participate in specific training courses to enhance knowledge and understanding.
- ❖ To work with other members of the staff team in a cooperative and helpful manner and to undertake such other specific duties which may, from time to time, be reasonably assigned by the Head or Bursar. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the school.

Signature:..... Date: .....

## **Personal Qualities:**

Meticulous and versatile maintenance skills

- ❖ Full, clean driving licence
- ❖ Excellent communication skills.
- ❖ A warm and professional manner
- ❖ Attention to detail, safety and cleanliness
- ❖ Honest, reliable and trustworthy
- ❖ Loyalty, tact, enthusiasm and flexibility
- ❖ The ability to work independently, yet as part of the team

## **Hours of work:**

This is a full time, all year round position. The normal working hours are 10.30am – 7.00pm, Monday – Friday during term time and 8.30am – 5.00pm during school holidays, with a half hour unpaid lunch break each day. The role does require some flexibility linked to events that may take place in an evening or at a weekend (e.g. Open Mornings). Overtime will be agreed for these.

## **Holidays:**

24 days plus public holidays to be taken during school holidays

## **Other Benefits:**

- ❖ Lunch is provided free of charge during term time.
- ❖ Contributory pension scheme.

## **About the School**

St Christopher's Prep is a thriving, co-educational school for 237 pupils aged 4 – 13, situated in a family friendly part of Hove. It continues to enjoy its long held reputation for academic excellence, for first-rate sport and for a fine tradition in the creative and performing arts.

St Christopher's Prep is a modern and forward-looking school, but a St Christopher's education in the 21<sup>st</sup> Century is still defined by the pursuit of higher things, which its motto, 'altiora peto' suggests.

We pride ourselves most on four things:

- ❖ A culture of kindness, courtesy and curiosity breeds confidence and is at the heart of all that we do;
- ❖ A disciplined, caring environment characterised by the support given to young children by older ones;
- ❖ Exceptional teachers who are passionate about getting the best from every child;
- ❖ The development of the individual child is central to our mission, and we rejoice in the belief that every child can and will excel, be it in the classroom, on the sport's field, on stage, or in one of the many activities we provide.

## **Safeguarding and Child Protection**

St Christopher's Prep is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

The post-holder will be required to provide an enhanced DBS Disclosure.