



LEIGHTON PARK  
FOUNDED 1890

## JOB DESCRIPTION – 2020

<b>Job Title:</b>	Caretaker
<b>Reports to:</b>	Domestic Manager
<b>Department:</b>	Commercial and Domestic
<b>Hours per week:</b>	Shift rota to include Saturdays, Sundays and Bank Holidays 06:00 to 14:00 / 07:00 to 15:00 / 14:00 to 22:00 <b>This role requires a large proportion of time lone working</b>

### Key Working Relationships

The role involves contact with all members of the school community and visiting groups.

### Job Summary

The position is a key role in the running of the school and requires the person to be flexible and hands on at all times.

The shift pattern is in place to ensure that all requirements from the school can be undertaken.

The School is a very busy operation running both day and night and throughout the year and will require you to work from 06:00 to 14:00 / 07:00 to 15:00 / 14:00 to 22:00, also covering weekends and bank holidays. There is a requirement to be flexible regarding working hours within the shift rota for example to cover departmental absences. There is concession for Christmas Day and New Year's Day.

### Duties and Responsibilities

The position of the caretaker requires you to:

- Be available on request throughout your duties to respond to calls via mobile phone and radio
- Undertake the collection and distribution of mail
- Aid and assist in the movement of furniture and furnishings
- Setting up equipment for functions both for school activities and letting requests
- Lock and unlock buildings
- Setting and resetting alarms
- Undertake fire alarm tests
- Undertake emergency light tests
- Undertake flush testing
- Be the first line of contact with the night security firm
- Respond to emergency maintenance calls
- Maintain and clean the swimming pool
- Clean and maintain the school mini buses
- Provide assistance in the driving of mini buses if required
- Undertake cleaning duties including Oakview
- Undertake the cleaning of body fluids

- Reacting and responding to adverse weather conditions situations
- Escorting contractors
- Car parking
- Daily laundry collection and delivery
- Be proactive and willing to help at all times

The weekly hours vary; an example shift rota is detailed below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Week 1	Day Off	Day Off	14:00 – 22:00	14:00 – 22:00	14:00 – 22:00	12:30-20:30	06:00 – 14:00	40
Week 2	06:00 – 14:00	06:00 – 14:00	Day Off	Day Off	06:00 – 14:00	06:00 – 14:00	12:30-20:30	40
Week 3	14:00 – 22:00	14:00 – 22:00	06:00 – 14:00	06:00 – 14:00	Day Off	Day Off	Day Off	32
Week 4	07:00 – 15:00	07:00 – 15:00	07:00 – 15:00	07:00 – 15:00	07:00 – 15:00	Day Off	Day Off	40

There is a requirement to be flexible when working the 07:00 – 15:00 shift as the employee will be expected to vary their shift to cover departmental absences.

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

#### **Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

#### **Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

#### **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.