

CARETAKER – Estates & PE (part-time)



22 Hours a week:

Monday - Friday: 7.45am – 12.00pm

For the right candidate, we may be able to accommodate different working hours. Occasionally, the postholder may be asked to work additional hours to cover for other staff absence or specific events.

Summary:

The caretaker will be responsible for providing grounds maintenance support to the School's main site, Manor Wood, and for Sports' Department maintenance. They will work in a small, friendly caretaker team to ensure the grounds and sports facilities are safe, well maintained and presentable. They will also take responsibility for the School farm and provide some general caretaking support.

Reports to: Compliance & Lettings Officer

Salary: circa £13,500 (FTE circa £24,500)

Responsibilities:

1. Provide grounds maintenance services to the Manor Wood site, supporting the gardeners to:

- Collect garden waste, leaves, materials and cuttings for composting or recycling
- Find and remove dangerous or damaging plants such as the Japanese knot weed, spraying to prevent re-growth
- Remove weeds and self-seeded tree saplings.
- Ensure grounds machinery and equipment is used correctly, maintained and accounted for
- Check that the boundaries of the grounds are clear and safe, particularly where students create play camps
- Monitor levels of play bark and turn over bark regularly

2. Provide maintenance support to the Sports Department, working closely with the PE department, including to:

- Plan and diarise court maintenance in agreement with the PE department
- Ensure that the field and the pitch are properly maintained, and watered
- Brush the Astro-court sand on a daily basis and keep both courts clear of leaves, litter, etc.
- Check and regularly clean, tidy and carry out simple maintenance of the equipment in the Sports Hall and Fitness Studio
- Maintain the playing field, set-out, line-markings and move goalposts as required
- Support the PE department to prepare for Sports Day, 'home fixtures and other special PE events
- Working with various types of machinery and equipment (and being responsible for their maintenance, storage and care) to prepare pitch and artificial surfaces
- Advising on the fitness of the pitch and on the artificial surfaces (for example pitch may not be usable after heavy rain)

3. To provide general caretaking support including to:

- Work co-operatively with the caretaking team and providing cover in some areas, if required
- Ensure compliance with health and safety regulations in the areas of grounds and sports maintenance.
- Participate in risk assessments and be ready to apply the school's emergency, disaster recovery and business contingency planning arrangements
- Undertake such other duties as may be reasonably requested

Person specification:

Qualifications and Experience

Essential

- Experience of providing grounds maintenance services in a commercial or not for profit environment.

Desirable

- An understanding of health and safety issues appropriate to School grounds and Sports maintenance.
- Full, clean driving licence

Training will be provided to the right candidate.

Personal Qualities

Essential

- A patient and friendly manner with a flexible approach to work and a willingness to work as part of a team
- Good communication skills, including the ability to receive, record and transmit messages accurately and quickly
- Hard working with an ability to meet the demands of a busy School.
- Self-motivated, able to take initiative and work without direct supervision
- Strong at building relationships and eager to work with students, staff and contractors

Other relevant factors:

- The post holder will be expected to maintain a level of fitness appropriate to the responsibilities of the post, including the ability to move heavy items of equipment
- Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking this work

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.