



## **CARETAKER (part-time to include a Sunday)**

**2 days a week, 52 weeks per year** (one day must be Sunday)

Hours: 07.45am to 16:30pm

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 caretaking and grounds maintenance support to the school's two sites, Manor Wood & Ivy Wood, including the maintenance of Sports facilities. They will work in a small, friendly team to ensure the grounds and sports facilities are safe, well maintained and presentable. They will also work alongside the two Gardeners and provide some general caretaking support to include security, health and safety and emergency response works.

The jobholder will be responsible for all site-related matters on a Sunday, unlocking and locking buildings, liaising with hirers, carrying out caretaking tasks and helping to manage the farm as directed by the Head of Estates.

**Reports to:** Head of Estates

**Salary:** Actual salary £12,843.80 (based on FTE of £29,357.47)

### **Sunday responsibilities:**

#### **1. To provide general caretaking support including to:**

- Manage the site on a Sunday, working with staff, hirers and contractors as required.
- Being a keyholder and take responsibility for unlocking, unalarming, locking and alarming buildings as required.
- Carry out routine and ad-hoc maintenance and caretaking tasks as directed by the Head of Estates.
- Carrying out minibus checks as required .
- Disinfection and maintenance of sandpits, bark chippings and play areas.
- Work co-operatively with the caretaking team and providing cover in some areas, if required.
- Participate in risk assessments and be ready to apply the school's emergency, disaster recovery and business contingency planning arrangements.
- Undertake regular inspections of play equipment to ensure it's safe for use.
- Marking out of sports pitches.
- Grounds maintenance tasks as required.
- Undertake such other duties as may be reasonably requested.

## **2. Provide maintenance support to the farm**

- Clean and maintain the farm (mucking out, sweeping, removing and laying out hay and straw).
- Putting out food and water for the animals as required.
- Inform the Head of Estates of issues in the farm as they arise.

### **Weekday responsibilities (day to be determined):**

## **3. Provide grounds maintenance services to the school's sites, 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.
- Prepare, seed, turf and maintain grass areas including drainage, sand-slitting, and fertilising.
- 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.
- Maintain hedges, small trees
- Hard landscaping repairs (e.g. Repointing, lifting and laying slabs, maintaining sleeper walls, exterior decoration, support structures such as trellis etc.)
- Disinfect and maintain sandpits
- Carry out regular inspections of play equipment to ensure it's safe for use
- Support the gardeners in a range of activities, as required

## **4. 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 regularly and keep both courts clear of leaves, weeds and litter, etc.
- 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).

**5. 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.

**6. Provide maintenance support to the farm (on an ad hoc basis as per Sunday Caretaker duties above)**

The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the line manager.

## Person specification:

### Qualifications and Experience

#### **Essential**

- Experience of providing grounds maintenance services.
- Willingness to learn about different security systems across the school and take responsibility as a key holder.
- Willingness to work in all weathers and conditions (including the school farm).
- General understanding of tools and basic maintenance tasks.

#### **Desirable**

- Level 2 Certificate in Sports and Amenity Turf Maintenance or other practical horticultural training is desirable.
- Experience of working in a school setting.
- Experience of the safe and effective use of fertilisers, herbicides, and insecticides, coupled with a sound knowledge of organic gardening methods and skills in propagation (additional training can be given). Pesticide training is 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, particularly on a Sunday.
- 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 and young people.**

**Applicants must undergo child protection screening, including checks with past employers, social media checks, and the Disclosure and Barring Service.**

**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.**

We value the diversity of our staff and students, and everyone at The King Alfred School is equally valued and respected. We aim to be an inclusive employer that reflects the communities we serve. We are committed to providing a fair, equitable and mutually supportive learning and working environment.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.