



Sunday Caretaker (part-time)

1 day a week, 52 weeks per year (working day must be Sunday)

Hours: 07.45am to 16:30pm

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 Sunday Caretaker will be responsible for providing caretaking services for Manor Wood and Ivy Wood locations, including security, health and safety and emergency response works.

To be responsible for all site-related matters on a Sunday, unlocking and locking up 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 £6,421.90 (based on FTE of £29,357.47)

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 such other duties as may be reasonably requested.
- Undertake regular inspections of play equipment to ensure it's safe for use
- Marking out of sports pitches
- Grounds maintenance tasks as required

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.

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

- 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

- Experience of working in a school setting
- An understanding of health and safety issues appropriate to school

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.

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.