



Caretaker and Maintenance Worker Elizabeth College (Junior School) Job Description

Job Title:	Beechwood Caretaker and ECJS Co-Maintenance Worker
Place of Work:	Elizabeth College Junior School, Beechwood School, Queen's Road, St Peter Port
Employer:	Bursar, Elizabeth College (on behalf of the Elizabeth College Board of Directors)
Responsible to:	Estates Manager and Headteacher ECJS
Principle Function:	To fulfil Beechwood Caretaker role and provide maintenance support throughout ECJS and EC

Main Duties & Responsibilities (this list is not inclusive and may be reasonably varied as appropriate by the Estates Manager and the Headteacher ECJS):

In all these and any subsequently allocated tasks, a very high degree of tact, dedication and responsibility will be expected in carrying out your maintenance duties. In the performance of your duties you will work closely with the other ECJS staff with whom a close degree of mutual support, teamwork and co-operation will be essential. A cheerful, helpful disposition and good communication skills are essential.

The maintenance task is to provide initial core skill areas in some of carpentry, electrical, plumbing and painting.

1. You will work with and answer to the Estates Manager and the Headteacher ECJS. The Bursar will be your ultimate line manager. As part of the Estates Team you will primarily work in coordination with the Acorn Caretaker and should be considered to be a single team, but ultimately working as part of the Estates Team.
2. You will be expected to be on Beechwood/ECJS premises before the start of the school day (0730) and be present at the end of the school day (1630), term time and school holidays. You may leave the premises during the working day at lunchtime.
3. You will otherwise be expected to be on ECJS College premises during the working day, subject to collecting maintenance material/spares, delivering mail and driving pupils. Any absence outside the above circumstances must be cleared through the Estates Manager / Headteacher ECJS.
4. You will be based in Beechwood.
5. Your role will include the following list of tasks that may be varied at the discretion of the Estates Manager /Headteacher/Bursar:
 - Provide all first-line maintenance support to the ECJS liaising in advance with the Estates Manager and or the Bursar where support is required from other maintenance staff as agreed with the Estates Manager.

- Unlock and lock the buildings and school gates before start/end of the school day.
 - Patrol all grounds and buildings at the end of the day to check security
 - Report/arrange repair as necessary including BW/Beechwood pedestrian gate
- Be available for road crossing/car park duties during the school day and occasionally out of hours for College events
 - Qualify as a Special Constable.
- Conduct weekly fire alarm tests (either on Saturday or at the end of the day) and be familiar with the fire procedures
 - Act as a fire marshal for which you will receive appropriate training.
- Ensure that lights and other powered fittings (e.g. Fire Guard units) are kept in working order (bulb replacement, batteries etc).
- Patrol and undertake basic grounds duties (including gardening) during the working day.
- Ensure that toilets are restocked with toilet paper, towels, air freshener and other such items as required.
- Undertake basic cleaning duties during the working day, and assist with the deep cleaning during holiday periods.
- Arrange deep cleaning of classroom carpets during holidays (Pre-School termly) with contract cleaning company.
- Transfer of stores e.g. stationery to classrooms, etc.
- Review with the Estates Manager ECJS's weekly programme of events and support as required.
- Set up the Hall and other designated main assembly areas for assemblies and other functions such as parents' evenings. Ensure that all such areas are laid out properly for the start of the next school day.
- Assist with the laying out and putting away of outdoor furniture.
- Undertake such Health & Safety, first aid, fire and other training as may be directed by the ECJS H&S Co-ordinator/Bursar.
- Assist Acorn Caretaker, as directed by the Estates Manager or Headteacher, standing in for him during sickness or leave periods.
- First line management of contract cleaners.
- Transport.
 - You will take the D1 Driving test and be available to assist with the transport of ECJS pupils as required by Estates Manager/Headteacher ECJS and/or Senior Management Team.
- Cleaning.
 - Check and re-order cleaning stock through the school office.
 - Stow stock items properly and secure them.

Salary and Hours

Salary is aligned to the States' salary scale. Salary will commence at grade E01 which is currently £31,824.94 including overtime, progressing after 1 year to E02 (£32,408.83)

and after the second year to E03 (£32,995.93). The hours are divided between core hours paid at your hourly rate and overtime paid at time and a half. The core hours are Monday – Thursday 0730 – 1630 (with a one hour lunch break) which is 8 hours a day, totalling 32 hours. Friday’s hours are 0730 - 1430 (with a one hour lunch break) which is 6 hours, thus the total of core working hours is 38 per week which aligns with the States workers. On Fridays the hours between 1430 to 1630 will be paid at time and a half.

Saturday Working

Four hours every other Saturday from 0800 - 1200 on 26 Saturdays per year, worked opposite the other Caretaker, to cover Saturdays (fire alarm tests etc) and emergency call outs.

Holidays

Nine public holidays and annual leave of 20 days, rising to 25 after 5 years (or equivalent if an internal appointee). Holidays must be taken during the School holidays liaising with the Acorn Caretaker and as agreed with the Estates Manager.

This summary may be varied at the discretion of the Estates Manager and or the Bursar.

Seen & understood by Caretaker Beechwood School

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Skills

Essential

- Qualified, or be prepared (during Probation) to qualify, as a minibus driver and competent to drive ECJS pupils.
- Be prepared to act as a Special Constable and be sworn in at the Royal Court.

Summary of Desirable Qualifications

EDUCATIONAL

Sound verbal, literary and numeracy skills, sufficient for product information, everyday information, written instructions, record keeping, stock ordering/control, and Health & Safety information (COSSH) including fire instructions.

WORK EXPERIENCE

Preferably at least 5 years' experience with a recent employer in cleaning, security, basic maintenance, ideally in an educational environment. Recent experience of working around school children/in a school environment is desirable.

SKILLS/APTITUDE/KNOWLEDGE

Basic skills in cleaning, (basic) maintenance of garden and grounds, minor repairs and interior decorating, ability to manage heating system controls, ability to understand and execute instructions cheerfully and willingly. Able to learn additional skills such as traffic control, minibus driving, fire marshal, first aider and pedestrian crossing. Experience of stock control and book keeping skills might also be an advantage looking forward. I.T. literate.

CHARACTER AND MOTIVATION

Trustworthy, helpful, loyal, discrete, pride in own work, awareness of the importance of being helpful, always willing to 'go the extra mile', a love of little children. Aware of the need to look smart and to keep the image and reputation of the school in mind at all times. The initiative to spot relevant problems and to deal with them without reference to line management. Tact and diplomacy to deal with stressed staff, parents and upset children. Calm and placatory in stressful situations.

OTHER CHARACTERISTICS

Clean driving licence, preferably with category D1 (or willing and able to train for D1), willingness to undergo all necessary training, including Special Constable. Able and willing to be called out in an emergency after hours.