



ST LAWRENCE
COLLEGE

JOB DESCRIPTION –CARETAKER

Reporting to: Maintenance Team Supervisor

Responsible to: Support Operations Manager

Responsible for: No reportees

JOB PURPOSE:

To provide a caretaking and security service across the College site, helping to ensure the smooth and safe running of the College outside of normal working hours. Ensuring that the site is secure at all times and that emergencies are responded to in a timely and efficient manner.

MAIN DUTIES:

- Ensuring that buildings and where necessary rooms within are unlocked in preparation for school activities and that they are secured following the activities;
- Providing the appropriate initial response to any emergencies and subsequent liaison with emergency services and authorised sub-contractors;
- Liaising with external organisations who use the College facilities;
- Acting as the initial point of contact for all enquiries from parents outside normal College hours;
- Having a basic working knowledge of the College mechanical and electrical systems.
- To assist the maintenance team in carrying out a wide range of general tasks associated with the upkeep and maintenance of College premises as directed by the Maintenance Team Supervisor.
- To assist with regular compliance checks.
- To be reactive and make decisions quickly.

KEY RESPONSIBILITIES:

Include:

- Securing the premises in accordance with the routine locking up procedure;

- Being available to unlock and later lock parts of the premises when special events take place outside normal working times;
- Reacting to fire alarm activations outside normal College hours;
- Being the first point of contact for housemasters, housemistresses and other staff who live on site outside normal College hours;
- Carrying out reactive repairs to buildings and systems until faults can be permanently rectified for example:
 - Resetting boilers
 - Resetting tripped electrical circuits.
- Isolating mains electricity, gas and water supplies in case of emergency;
- Liaising with the caretakers and Maintenance Team Supervisor to ensure that there is comprehensive handover and appropriate cover at all times;
- Providing assistance from time to time to the teaching staff in the setting up and dismantling of sports and other equipment,
- To provide assistance to the maintenance staff as and when required.

Liaising with Lets' Organisers where necessary to assist with their requirements.

- Liaising with the Commercial Manager regarding requirements for events and Lets held on-site.
- Performing general maintenance duties e.g. installing shelves, changing light bulbs, swimming pool checks, unblocking toilets / drains / gutters, painting.
- Undertake compliancy testing and routine checks such as emergency lights, fire extinguisher checks and portable appliance testing.
- To undertake any other duties as requested by the Maintenance Team Supervisor and the Support Operations Manager.

HEALTH AND SAFETY:

- It is the responsibility of all employees to ensure that safe working methods are adhered to and to observe statutory regulations, codes of practice, CDM compliance, maintenance of machinery and plant and all matters relating to Health & Safety at Work Act and in accordance with the College Health & Safety Policy.

MINIMUM OPERATING STANDARDS:

- Team members are to be presentable to the public at all times and are to wear clothing as provided by the College.

- Additionally, the Residential Caretaker has a public role as an Ambassador of the College and must maintain an acceptable standard of attire.

WORKING RELATIONSHIPS

Apart from the Support Operations Manager, you will also have a day-to-day working relationship with members of the Bursary Team, with the Principal, Head of Junior School and Deputy Heads and are required to co-operate fully with them at all times.

You will also act as the first point of contact for housemasters, housemistresses and other staff who live on site outside normal College hours so will be expected to support them as required.

TRAINING

The Residential Caretaker may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. Such training may be residential. The cost of the training and reasonable expenses must be approved, in advance, by the Support Operations Manager and signed off by the Bursar.

PERSONAL COMPETENCIES AND EXPERIENCE:

ESSENTIAL:

- Exemplary levels of honesty and reliability.
- Good communication (verbal and written) skills.
- Assertive approach.
- Appropriate interpersonal skills.
- Ability to work independently and autonomously.
- A mature and responsible attitude to work.
- Reasonable level of physical fitness.
- Ability to plan and prioritise a range of tasks.
- Able to make decisions when appropriate and know when to refer to line management.
- Basic DIY skills.
- Flexible approach.
- Problem solving abilities.
- Able to work as a team member.
- Experience across trades.
- Ability to work with technical equipment.

DESIRABLE

- SIA qualification (or equivalent)
- Full Driving Licence

REMUNERATION, BENEFITS & TERMS

- **Working Hours** The hours that need to be covered by the caretakers are
Monday 16:30 - 22:30, overnight duty from 22:30 – 08.00
Tuesday 16:30 - 22:30, overnight duty from 22:30 – 08.00
Wednesday 16:30 - 22:30, overnight duty from 22:30 – 08.00
Thursday 16:30 - 22:30, overnight duty from 22:30 – 08.00
Friday 16:30 - 22:30, overnight duty from 22:30 – 06.30
Saturday Shift 1 06:30 - 16:30
Saturday Shift 2 16:30 - 22:30 overnight duty from 22:30 – 06.30
Sunday Shift 1 06:30 - 16:30
Sunday Shift 2 16:30 - 22:30 overnight duty from 22:30 – 08.00
- These will be discussed in more detail at interview stage as the role is shared between several caretakers on a rota.
- **Salary** dependent on experience.
- **Holiday entitlement** 20 working days per year plus Bank Holidays.
- **Pension** Baseline Scheme, with option to join the College's Stakeholder Pension Scheme on a contributory basis.
- **Onsite Accommodation** whilst on shift performing the overnight duty the post holder will reside on site and accommodation is provided.

ABOUT US

The school is an established, leading co-educational boarding school whose philosophy embraces the challenge of academic excellence, responsibility and leadership and participation in a wide range of activities. Located in Ramsgate, Kent, we are close to historical towns, benefit from good transport links, and are surrounded by beautifully landscaped grounds. The venue is unique, yet accessible, making it attractive to both National and International markets. There are excellent facilities available which can be used to provide a unique and flexible solution to varying needs.

WORKING FOR ST LAWRENCE COLLEGE

The Residential Caretaker will be required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report child protection concerns to the College's Designated member of staff.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.

- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the College Non-teaching Staff Handbook.

REVIEW

This job description will be reviewed at the end of the Probationary period and annually thereafter.

T Flower March 2023