



Job Description

Caretaker Part-Time

Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The curriculum in primary is unique using elements of the European Schools primary curriculum, enhanced by the national curriculum in an immersion model. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the students stream language. It is an all-through free school of pupils aged 4 to 19.

Job details

Salary: Point 13 £23,023 pa Plus LGPS pension and sick pay benefits (£11,511.50 basic)

Hours: 20 hours per week, part-time

Contract Type: Permanent

Location: Culham, Oxfordshire

Reporting to: The Facilities Manager

Based at ESUK

Main purpose

The Caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the facilities Manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Maintain the security of the school premises as a main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the facilities manager
- Provide safe access to the school in cold weather conditions

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals

- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively

Person specification

criteria	qualities
Qualifications	NA
Experience	<ul style="list-style-type: none"> ● Caretaking ● Building maintenance ● Security, including alarm systems ● Cleaning work ● Some DIY ● Working in a team ● Supervising a small team of staff
Skills and knowledge	<ul style="list-style-type: none"> ● Good knowledge of health and safety regulations ● Ability to work flexibly, independently and as part of a team ● Basic DIY skills ● Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality ● Embraces change well ● Deals with difficult situations effectively ● Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none"> ● Be reasonably fit to carry out the duties of the job ● Able to carry out some manual handling and lifting ● Able to carry out work at high levels using appropriate equipment

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.