



Job Description On Site Caretaker & Maintenance Assistant

Place of Work: West Heath School, Sevenoaks, TN13 1SR

Hours of Work: 31 Hours per week/ 52 weeks per year

Term Time:

38 hours per week

Monday – Friday split shift

6:30- 9:30am & 5pm – 8pm*

One day at the weekend on a rota basis – 7:30am – 3:30pm

Non Term Time:

10 hours per week

Monday – Friday split shift

7am – 8am & 3pm – 4pm*

*occasional flexibility for later lock-ups.

overnight on call availability (Additional pay if called-out)

possibility of over-time

Accommodation: Rent Free Accommodation
Utilities (inc council tax) to be paid by job holder

Accountable to: Head of Estates & Facilities Manager

Direct Reports: N/A

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild live through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

The post holder is required to open-up and lock-up the buildings. Check the building and surrounding grounds for any damage or repairs and report to line manager. Be on-call to assist with any call-outs from Boarding overnight.

Lock up after hirers leave.

The post holder should be empathetic to the educational, as well as the practical requirements of the School and be able to work to, often tight, deadlines, sometimes



under demanding conditions. Health and Safety and safe systems of work are paramount at all times.

Main Duties and Responsibilities:

- To open up and lock up the site Monday – Friday
- To check site and grounds for Damage/ repairs and report
- Sweeping pathways including snow clearance and gritting
- Regular Fire escape route checks
- Assisting the maintenance team.
- General Maintenance works – including Carpentry, Plumbing, changing light bulbs, repairs, Painting and decorating and other building works.
- Any other duties as required by the Head of Estates & Facilities
- Report and arrange repair of any Boarding nightly issues to Line manager
- Be available for liaising with SMT regards weather conditions for any school closures
- Ability to work as a team member or independently depending on task being completed.
- To occasionally assist weekend staff

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race



(including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.

- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: On-Site Caretaker

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Basic Numeracy and Literacy 	<ul style="list-style-type: none"> • NVQ/ C&G vocational qualification or equivalent.
2. Experience	<ul style="list-style-type: none"> • General Maintenance works – Carpentry, Plumbing, other general building and maintenance tasks 	<ul style="list-style-type: none"> • Painting and decorating. • Working in a School environment. • Attachment Aware and Trauma Informed Education/ Therapy models.
3. Knowledge and skills	<ul style="list-style-type: none"> • Good interpersonal skills to enable effective communication with colleagues and pupils. • Basic Carpentry, Electrics and /or Plumbing skills • Strong organisational and time management skills. 	
4. Competence	<ul style="list-style-type: none"> • Ability to work as part of a team. • Ability to use initiative and work independently. • Proven job reliability, dedication and attention to detail. • Able to work well in a busy and demanding school environment. 	
5. Personal Qualities	<ul style="list-style-type: none"> • Flexibility to deal with changing priorities. • Ability to maintain good working relationships with colleagues at work. • Ability to work in a way which reflects the schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. 	



6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. • Full Driving licence 	
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Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.