

# Bryony School



## **Job Description – School Caretaker**

Due to the retirement of our Caretaker we are now looking to appoint a proactive, friendly and skilful Caretaker to join our team. The successful candidate will be enthusiastic and highly committed to ensuring that our children learn and our staff teach in a safe, clean and healthy environment.

This post is 35 hours per week, all year-round position Monday to Friday. There is flexibility over start and end times. This is **not** a term-time only contract. Salary is dependent upon experience. Start date: January 2024 or prior to this if all the pre employment checks can be completed.

This is an exciting opportunity to join our friendly school, and in return we offer a stimulating, supporting and rewarding working environment, where all staff are valued. Training is also provided as per the requirements of the role.

### **Job description**

The School Caretaker is responsible to the Headteacher for the effective and timely provision of maintenance services to the school buildings and grounds. This includes day to day management of service facilities, grounds and building maintenance and associated record keeping of both our infant and junior sites.

Duties include: full health and safety compliance is always maintained across the school sites; repair and maintenance work planned and completed to a high standard and in compliance with safe working practices either by themselves or by supervising the work of contractors including cleaners as necessary; carrying out risk assessments; maintaining adequate supplies of cleaning materials and supplies; and transporting equipment and furniture as necessary whilst adhering to safe manual handling practices.

The post holder will be a keyholder and should be prepared for out of hour call outs to deal with security problems, emergency repairs or allow access to contractors etc who may be working on site.

## **Person specification:**

### **Essential skills:**

- Basic skills learned through previous work experience to be able to manage the day-to-day repair and maintenance issues at school.
- Experience and knowledge of Health and Safety legislation and procedures (e.g. Fire, Water, COSHH, manual handling, hygiene)
- Able to complete associated work documents (risk assessments, forms etc) reports to a good standard.
- Able to work independently and proactively which includes dealing with unexpected issues as they arise with resilience and a positive attitude.
- Willing to work within the organisational procedures and processes and to improve them as necessary to meet the required health and safety standards
- Good verbal communication skills to liaise with external contractors on the phone and in-person.
- Demonstrates the highest level of professionalism when interacting with the children, staff, parents and members of the wider community.
- Demonstrates a personal commitment to safeguarding and student/colleague wellbeing.
- Full Driving licence with a category D to be able to use the School Minibuses as required.
- Willing to undergo relevant training relevant to the role as offered by the school.

### **Desirable skills:**

- Qualifications in Health and Safety
- Working within a school environment
- Basic computer skills

### **Safeguarding Declaration**

We are committed to safeguarding and promoting the welfare of all our children. You are advised that this post is subject to the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1775 (Amendment) England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). All offers of appointment will also be subject to receipt of satisfactory references, and other pre-employment checks including online recruitment checks in line with changes to Keeping Children Safe in Education.

### **About Bryony School**

We are a small family-run Independent School and Pre-School established in 1956. We are based on two sites in Rainham, Kent. We offer a first class, affordable education for boys and girls between the ages of 3 to 11 years and have on roll circa 120 pupils. We celebrate diversity and respect all children regardless of ability, gender, ethnicity or religion. We provide a happy, caring, supportive and positive learning environment, where each child can achieve success.

To find out more about the role and the school, an informal visit is highly recommended. Please contact the Business Manager Sian Notley on 01634 231511 or via email at [s.notley@bryonyschool.org.uk](mailto:s.notley@bryonyschool.org.uk) to arrange a visit and/or to request a job application form.