

Job Description and Person Specification

Job title	Evening Site Operative/ Evening Caretaker
Employment Status	Permanent, part time
Working Patten	25 hours per week, 4.30pm to 9.30pm, Monday to Friday 36 weeks (term time only) Option to extend this to 52 weeks (full time) with 25 hours per week, 7.30am and 7pm worked during School holidays. A small number of Saturdays need to be worked this will be repaid as time off in lieu
Annual Salary	(A18) £24,444
Actual Annual Salary	£12,981 including 4.87 weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Directly to the Estates & Facilities Supervisor and the Bursar & Chief Operating Officer, who has overall responsibility for support staff.

Responsible for:

Collecting and delivering a range of items around the School's campus and undertaking general caretaking, cleaning and security duties.

Key Tasks:

1. Closing doors and windows, switching lights off and helping to secure the School site.
2. Undertaking H&S checks, including emergency lighting checks, in accordance with best practice – reporting any faults to the Estates and Facilities Supervisor.
3. Sorting and delivering incoming post (newspapers and parcels etc).
4. Carrying out the cleaning and routine maintenance of the Schools vehicles
5. Taking responsibility for the general tidiness of all external areas of the site
6. Advising senior staff of any faults or issues of concern that if left unattended may cause a trip/fall hazard or endanger the wellbeing of a pupil, visitor or colleague.
7. Ensuing the waste and recycling bins are emptied or put out for emptying on a regular basis.
8. Transporting items, such as sporting or musical equipment, food and paper etc around and between sites.
9. Assisting and setting up at both on and off-site venue, including the moving/transportation of furniture, musical instruments etc for events such as school assemblies, the Christmas Fayre, Founders Day, and the Open Day.
10. Escorting and showing visitors/contractors around the site and assisting with directing staff, parents, pupils and visitors during School events.
11. Infrequently, but as required, assisting in the cleaning of the buildings.

Other Duties

12. Taking reasonable care of yourself and others at work and co-operating with all colleagues in the school to enable those responsible to carry out their legal duty, in line with the Health & Safety at Work Act 1974.
13. During the School holidays, assisting with some general maintenance tasks – e.g. painting and decorating.
14. Infrequently driving children between the 3 school sites either before, during or after school and on occasions to other venues

This interesting and varied role would suit a person who has a friendly and helpful manner, is a team player and has a 'can do' attitude. The successful candidate must have basic IT skills and hold a current clean driving license. A current D1 licence would be advantageous but not essential as training can be provided.

The above is intended to give an overview of the type of jobs that a Porter would typically be asked to carry out. However, it is not a full and complete list as the nature of this role means that a willingness to respond supportively to changing circumstances and/or the changing needs of the School is part of working in a school environment and is expected of the postholder.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

If you are interested in this role and wish to know more about it, please call our Estates & Facilities Manager, Peter Brockwell on **07778 507654**. Alternatively, send an email to HR@kesbath.com and a member of our HR team will get back to you. Should you wish to apply, please complete an application form, and send it to HR@kesbath.com before the closing date of Monday 25 November 2024.