



BOURNEMOUTH SCHOOL FOR GIRLS

INFORMATION PACK FOR THE POST OF:

CARETAKER/HANDYMAN

20 hours per week

Permanent

We are looking for someone to join our premises team who can work 20 hours per week, including evenings, some weekends, as well as during the school day. Additional premises hours may also be available which would increase total hours to 35 hours pw during the school term.

The work involves premises maintenance as well as security for the buildings, lettings or after school events. Weekend hours would be event dependent and may require site attendance for full days, or, sometimes, to open and close only.

Any balance of hours can be worked during the working week, with duty times to be agreed.

The work requires someone to be practical, fit and willing to assist wherever needed. The kind of work involved includes:

- Room organisation
- Security
- General day to day tasks
- Facilities support
- Premises maintenance

We would also be interested to hear if you have any skills or experience in:

- General property maintenance
- Decorating
- Plumbing
- Carpentry
- PAT testing and or electrician

We currently have a team of four within our Premises Department. They are much respected and provide a vital support role in our daily operations. We have a happy community with 1200 students, facilities are good and we are just looking forward to equipping and using a new D & T suite of rooms and new PE facilities including a wonderful new fitness suite.

This information pack contains information on the post, terms and conditions, and the school. If you feel the job role is for you please complete the application form for support staff and submit this together with your CV and why you would like to join BSG in this role.

For the application form and further details about our school, please visit the school website on www.bsg.bournemouth.sch.uk

Applications need to be returned to LMcKenzie@bsg.bournemouth.sch.uk

The closing date is Tuesday 14th September 2021

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.



**BOURNEMOUTH SCHOOL
FOR GIRLS**

JOB DESCRIPTION

Job Title

Caretaker/Handyman

Reports to:

Site Manager

Main job purpose

To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson activities

This will be conducted under the general supervision of the Premises Manager

Main responsibilities and duties

1. As a keyholder to be responsible for the security of the school premises as required. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
2. As required arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
3. To identify and report building, furnishing or fittings deficiencies to the Premises Manager and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
4. To undertake a range of handyperson duties as directed by the Premises Manager to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating; repairs to fittings and small scale improvements, fitting shelves or notice boards.
5. As required escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
6. To take delivery of stores, goods and equipment and arrange storage or distribution as required.
7. To operate the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
8. To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
9. To clean defined areas of the school premises as required, together with any emergency cleaning needs.
10. When on duty be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.

11. To maintain staff and student cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
12. To set out/put away furniture for school events, and undertake general portage as required by the Premises Manager.
13. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents

Previous knowledge of premises maintenance is desirable.

NVQ Level 3 or equivalent is desirable or the willingness to undertake training.

Supervision and management

The postholder will often be required to work without direct supervision.

Problem solving and creativity

Identification of health and safety hazards throughout the school premises.

Key contacts and relationships

Contact with the Premises Manager, the premises team, cleaning staff, other school staff, hires and general contact with contractors/suppliers.

Decision making

Any action to be taken arising for equipment and machinery breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting as appropriate with the Premises Manager.

Obtaining quotes for repair jobs and arranging emergency repairs, as necessary.

Resources

Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be arranged, as necessary.

Working Environment

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

Progression in Post (if applicable)
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Date:	August 2021
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Terms and Conditions

Hours per week:	20 hours per week as agreed at appointment. Hours to be worked will include weekends and evenings depending on school events and lettings. Any balance of hours will be during the day.
Weeks per year	52.14 weeks.
Holidays:	Initially 5 weeks, rising to 5.6 weeks after 5 years service.
Salary scale/point:	Grade 5 - SCP 4 – 6 The hourly rate is £9.81 - £10.21 which equates to an actual pay of £10,234 to £10,648 for 20 hours pw. The full time equivalent for this post is £18,933 to £19,698
Contract	Permanent.
Condition of Post	The appointment is subject to satisfactory references, police and medical clearance. The appointment is subject to the satisfactory completion of a six-month probationary period.

Recruitment Programme

Advertisement:	August 2021
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Closing Date:	14 th September 2021
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Interviews:	September 2021
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