



**BOURNEMOUTH SCHOOL
FOR GIRLS**

INFORMATION PACK FOR THE POST OF:

CARETAKER/HANDYPERSON – PART TIME

10-15 hours per week
Permanent
£9.55 to £9.94 per hour

We are looking for someone to join our premises team who can work variable hours including weekends, evenings and during the school day.

Weekend and evening work would be to take on the premises and security work involved with lettings and/or after school events such as Parent Evenings and Concerts. 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.

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.

This information pack contains all the details on the post, terms and conditions, and school, so, if you feel the job role is for you please complete and return the enclosed application form by mail to Mrs J Ford, by email to jford@bsg.bournemouth.sch.uk. The application form and full details can be found on our vacancies page of our website www.bsg.bournemouth.sch.uk.

The closing date is Thursday 18th April 2019.

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

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| Job Title | Caretaker/Handyperson |
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| Reports to: | Site Manager |
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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, hirees and general contact with contractors/suppliers.

Decision making

Any action to be taken arising from 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: | March 2019 |

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| Terms and Conditions |
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| Hours per week: | 10 – 15 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 – 5 The hourly rate is £9.55 to £9.94. The FTE for this post is £18,426 to £19,171. |
| 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. |

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| Recruitment Programme |
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| Advertisement: | April 4 th 2019 |
| Closing Date: | Thursday 18 th April 2019 |
| Interviews: | w/b 29th April 2019 |