

**HABERDASHERS' ASKE'S SCHOOLS**  
**JOB DESCRIPTION**

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

**Role:** Senior Caretaker (Residential)

**Reporting to:** Facilities and Commercial Manager

**Overview:** Lead the school caretaking team in all aspects of work on a day-to-day basis, ensuring the duty roster, working hours and holidays are managed in the most efficient way, minimising overtime, and maximising outputs. Responsibility for project liaison, managing caretaking resources required for set-up and logistical needs on and off site, traffic management in all settings and general portering requirements including the opening and securing of the school site each day. There will be a need to work across both Schools to support the responsibilities of the Estates Department

**Hours:** This is a full-time role, throughout the school year, 40 hours per week, Monday to Friday - 07.30am - 4.30pm with a 1-hour lunch break (unpaid). Additionally, as a site resident, you will need to fulfil the out of hours response on a rota basis

**Role will include but is not limited to the following duties:**

**General Duties**

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Daily coordination of Estates projects, including liaising with external contractors
- Leadership and management of caretakers, including the allocation of daily tasks and professional development
- Production and management of the caretaker rota, overtime and planned absences
- Leading caretaker support for the implementation of set ups
- Opening and locking up of the school site including the building alarm systems
- Attending to burglar and fire alarm calls, as a key holder
- Monitoring, inspecting and reporting on the condition of the School
- Dealing with the disposal of the school waste material
- Arranging caretaker resources to support the daily traffic management requirements
- Carrying out maintenance tasks as directed by the Facilities and Commercial Manager, including the fire alarm testing
- Carrying out swimming pool testing, and cleaning as required
- Out of hours on site first aider

## **Liaison and Co-ordination**

- Liaison with external contractors
- Liaison with the emergency services during out of hours
- Liaison with outside lettings and individuals using the School's facilities

## **Person Specification**

### **Experience**

- At least 3 years in a leadership or management role
- Certification in Pool Plant Operations
- Practical experience of basic building maintenance
- A basic understanding of the heating and ventilation systems

### **Skills**

- Interpersonal and communication skills, and the ability to interact with people at all levels
- High levels of literacy and numeracy
- Good knowledge of IT systems
- Organisational skills, attention to detail, ability to organise and prioritise work
- Ability to meet deadlines and work under pressure
- Presentational skills

### **Attributes**

- Ability to demonstrate leadership qualities and work as part of a team
- Friendly and highly professional approach to students, parents, staff, and members of the public
- Use of initiative and a proactive attitude
- Tact and discretion
- Flexibility
- Loyalty and an appreciation of and sympathy for the objectives of an independent school

### **Training**

- Preparedness to undertake training and development, as required, particularly in areas of safe working and the introduction of new technologies