

## **Caretaker & General Maintenance Person**

### **The Role**

The role is based, primarily, at The Ladies' College Senior School; although the post holder is part of a wider Premises Team who manage The Ladies' College site in its entirety. The role has the following main responsibilities:

1. As part of the Premises Team - the security, maintenance and smooth running of the premises used by the College, including matters relating to Health & Safety.
2. Assisting other members of the Premises Team (or providing cover) throughout the College site as required
3. Liaison with colleagues, parents, suppliers and other external bodies to promote a professional and positive image of the College at all times
4. To act as a key holder for the fire and intruder alarms throughout the site

### **Responsibilities**

1. Ensure the College is well maintained at all times, including undertaking routine maintenance and minor repairs as required.
2. Unlock/lock buildings at the start and end of the school day.
3. Set up the hall as required for gym, dance, assembly, lunch, functions etc.
4. Relocate furniture & equipment within the school and externally as required.
5. Deliver parcels/equipment to Departments and classrooms.
6. Car parking duties at the start and end of the school day and for the various functions held throughout the College.
7. Lunch trolley to be delivered between Senior School and Melrose each day as required.
8. Maintain time clocks for external lighting and heating systems around the site.
9. Adhere to relevant Health & Safety standards/requirements.
10. In conjunction with the cleaning staff, arrange for rubbish/recycling collection and emptying of bins.
11. Undertake regular testing of water supplies and electrical items.
12. Undertake cleaning duties during the school day with areas and duties allocated by the Premises Manager (including additional cleaning as necessary in respect of Public Health advice) and following Health & Safety guidelines including the use of Personal Protective Equipment (PPE) as required

13. Ensure the security of the college buildings at all times; including ensuring that all windows are closed, all lights and relevant heaters are switched off at the end of each school day.
14. Act as Key holder for the fire and intruder alarms at both Senior School and Melrose and part of the call-out list. Responsible for daily checks, weekly tests & recording.
15. Ensure sufficient supplies of cleaning and maintenance materials are held, order new as and when required, and distribute around site as required.
16. Liaise with internal and external users of the premises as required.
17. Attend training as required, (training maybe onsite or offsite) Attend and actively contribute to weekly and other team briefings/meetings.
18. Report any concerns or issues immediately to the Premises Manager.
19. Carry out gritting, CMA40 spreading and snow clearing around the site.
20. Other duties as assigned/requested.

The holder of the post may be required to be sworn in as a Special Constable.

### **Candidate Criteria**

1. Skills and ability to undertake maintenance and repairs, cleaning and grounds maintenance as required in this job description
2. Ability to work with limited supervision and to use own initiative.
3. Fluent, confident communication skills at all levels including IT literacy
4. A good team player.
5. Flexibility in working hours and a willingness to be adaptable to the needs of the Premises Team and the College

### **Hours**

Hours will be 38 hours per week to be worked ordinarily (Monday – Friday) at a time between 07:45 – 17:30. Hours will be worked on a rota basis, with a daily 1-hour lunch (unpaid) to be agreed with the Line Manager. Flexibility in respect of out of hours working is required.

As a key-holder, there will be a requirement to be called out in an emergency after hours.

There will be some additional hours required for out of hours' events to be agreed with the Premises Manager/Bursar on a termly basis.

### **Line Management**

Reports to the Premises Manager.

### **Annual Leave**

An allowance of 25 days' annual leave is provided, to include the College Closure over the Christmas Period.

**Remuneration**

The remuneration for this post will be on the States of Guernsey Public Service Employees' scale E which equates to an annual salary of £34,385 through to a maximum of £35,603 /annum FTE at the time of writing. The level of remuneration will be commensurate with experience.

**For details about The Ladies' College, and benefits package available to applicants please see:** <https://www.ladiescollege.com/media/124335/TLCgsy-Information-for-applicants.pdf>