



WOODBIDGE
SCHOOL

Work With Us

Prep School Caretaker

Application Pack



Prep School Caretaker

Standard Hours Of Work

37.5 hours per week, 52 weeks per year

Standard Working Pattern

8.00am to 4.30pm (37.5 hpw) plus 7.5 hours on a fortnightly site locking up rota.

Circa Salary £25,782.90

Part Time applications considered*

We are looking for a personable and organised individual to join our Caretaking Team to undertake all caretaking and maintenance works as directed, ensuring a high standard of upkeep and safety at Woodbridge Prep School.

For this role you will report to the Estates Maintenance Supervisor. You will also have daily interactions with the staff and senior management at the Prep, therefore, you need to be a strong team player who will take pride in the upkeep of the beautiful buildings and grounds of the Prep School.

You will need to be able to communicate well with a variety of school staff and will need to be able to manage your workload with a degree of flexibility. Previous experience in a similar role and environment would be advantageous, as would good practical skills to enable you to assist with general building maintenance.

The successful candidate will have a strong work ethic and a can-do attitude, with a willingness to pitch in on a variety of tasks.

For more information about the school and this rare opportunity, and to download an application pack please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies>

**Part Time Applications – We will consider splitting this role into two roles, if the right applicants apply, with the required skills, who can work together to cover the whole shift pattern.*

Closing date: 30 July 2024

Interview date: TBD

We reserve the right to close this vacancy early if we receive Sufficient applications for the role Therefore, if you are interested, please submit your application as early as possible.



Job Description

Job Title: Prep School Caretaker	
Department: Estates - Caretaking Team	
Hours: 8.00am to 4.30pm (37.5 hpw) plus 7.5 hours on a fortnightly site locking up rota.	Accountable to: Maintenance & Caretaking Supervisor
Job Purpose: The Caretaker at Woodbridge Prep School will be working as part of the Maintenance and Caretaking team to undertake all caretaking and maintenance works as directed, focussed on the Prep School ensuring a high standard of upkeep and safety.	
Key Responsibilities: <ul style="list-style-type: none">• Building Maintenance, to include but not limited to:• Lock buildings and both Prep and Senior School site every other week.• Maintain the security of the premises by securing entrances / exits / windows as appropriate and reporting potential security breaches.• Operate alarm systems where appropriate.• Ensure all compliance checks are completed and up to date in accordance with School procedures and policies, e.g., Legionella, Emergency lighting, Fire Doors.• Assist with minor repairs e.g., unblocking drains, assembling furniture, hanging of shelves etc.• Provide emergency access to the site.• Undertake activities to maintain a safe and clean external environment.• Carry out various inspections of plant, equipment and building services.• Waste management for the site, ensuring bins are emptied and litter is picked up as required.• Regularly patrolling the site to maintain standards of cleanliness and be observant at all times of things around the school that may compromise safety.• Cleaning of entrance ways and doors to buildings, keeping glass windows clean.• Regular checking and cleaning of toilet facilities keeping items replenished.• Be present on site and respond to any cleaning issues.• Keep areas and pathways adjacent to buildings clean and swept.• Cleaning body fluids (using body fluid kits) where required and removal of graffiti.• Assist the Maintenance team in operating the School Heating and Ventilation systems along with having associated responsibility in the operation of Fire and Intruder Alarm Systems.• Escort visitors and contractors on operational business as requested by the Maintenance Supervisor/Head of Estates.• Take utility meter readings as required.• Ensure deliveries of equipment, furniture and materials are dealt with promptly.• Undertake portage of equipment, furniture, and materials across the site.	

- Provide the lead role in the setting up and taking down of facilities required for events (setting out chairs, desks etc.)

Out of Hours Support

- The Caretaking team will also be responsible for attending and supporting events taking part outside of normal school hours. For this reason, the caretaking team will all be on a rota to provide the support service as required.
- As part of the Caretaking Team, you will also be placed on a rota to provide 24/7 out of hours support. This provides 24/7 response to emergencies such as fire alarm activations, power outages, floods etc.

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

General Responsibilities

Health And Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's Health and Safety Policy.

Child Protection/Vulnerable Adult's Statement

The Seckford Foundation is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead.

Brand Values

Ensure your work, communication and approach conforms to the brand values and house style of Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times.

Person Specification

Education and Qualifications	E	D
<ul style="list-style-type: none"> • Good standard of English and Math's. 	√	
<ul style="list-style-type: none"> • Caretaking N/SVQ Level 2 or equivalent; or demonstrable equivalent experience. 		√
Knowledge and Skills	E	D
<ul style="list-style-type: none"> • Good working knowledge of health and safety procedures and precautions; 	√	
<ul style="list-style-type: none"> • Good working knowledge of safe moving and handling procedures; 	√	
<ul style="list-style-type: none"> • Working knowledge of Health and Safety legislation (including COSHH regulations and manual handling procedures) and requirements in relation to caretaking activities; 	√	
<ul style="list-style-type: none"> • Knowledge and understanding of basic DIY and maintenance repairs; 	√	
<ul style="list-style-type: none"> • To able to understand and comply with Health and Safety Regulations 	√	
<ul style="list-style-type: none"> • Physical ability to carry out manual handling tasks e.g. lifting, climbing and moving of items, using ladders etc.; 	√	
<ul style="list-style-type: none"> • Good levels of literacy and numeracy in order to read instructions/complete forms etc. 	√	
Relevant Experience	E	D
<ul style="list-style-type: none"> • Experience of caretaking/maintenance activities; 	√	
<ul style="list-style-type: none"> • Experience of carrying out minor repairs and general maintenance tasks; 	√	
<ul style="list-style-type: none"> • Experience of working in a caretaking/maintenance-based role within a school environment. 		√
Interpersonal and Communication Skills	E	D
<ul style="list-style-type: none"> • High level of flexibility, with a can-do approach; 	√	
<ul style="list-style-type: none"> • High level of effort and enthusiasm; 	√	
<ul style="list-style-type: none"> • Team player: works effectively with others to achieve targets/goals 	√	
Safeguarding	E	D
<ul style="list-style-type: none"> • All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	√	

Benefit Statement

Salary	Circa £25,782.90 per annum dependent on skills and experience.
Working Hours	37.5 hours per week, typically 8am to 4.30pm, Monday to Friday, plus fortnightly 7.5 hours locking site duties Monday to Friday.
Pension	Automatic enrolment into the Foundation pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time/term time posts) included in salary.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Other Benefits	<ul style="list-style-type: none">• Free parking.• Complimentary lunch is available when the Dining Room is in operation during term-time.• Access to Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Prep Caretaker" in the title line and indicating whether you wish to be considered for a residential or non-residential position to:

recruitment@seckford-foundation.org.uk

If you are unable to apply by email then please post your application, marking "Private and Confidential" to People Team at:

Woodbridge School
Marryott House
Burkitt Road Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170 or 01394 615175.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.