



# Ackworth School

<b>Job Title</b>	Site Warden (Caretaker)
<b>Date</b>	May 2022
<b>Department</b>	Maintenance
<b>Reports to</b>	Clerk of Works

## Purpose of the Role

The postholder works closely with the Estates and Facilities teams but works primarily with the Maintenance team who have responsibility for the security, maintenance and refurbishment of the School.

The post is a full-time, all year round position and in addition to the opening up and closing up of the school, will involve a number of ad hoc duties for the maintenance team such as swimming pool dosing, drain clearing, collection of supplies, small repairs etc.

## Departmental Information

The maintenance team comprise ten staff including the two Clerks of Works and with skills ranging across the building trades. The team work closely with the Estates and Facilities Teams, often providing additional support when there are lifting and cleaning jobs to be done, supplies to be collected or general handyman works to be undertaken.

The School currently employs two wardens who share the responsibility for the caretaking duties throughout the year providing either primary or secondary cover to ensure that the site is supervised 24/7. This role will require some overnight duties and can be offered with permanent rent free accommodation or ad hoc overnight accommodation.

The post holder will be reliable, proactive, enthusiastic and happy to work as part of a small team. Flexibility in dealing with changing priorities and a 'can-do' approach are valued attributes across the School and are essential in this role where each day is different depending on the weather and the needs of the school.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies. All staff are required to understand and adhere to the Schools Health and Safety policies.



# Ackworth School

## Main tasks and responsibilities

- Lock/unlock school buildings
- Ensure lights and other equipment are switched off as appropriate
- Assist with regular security checks and identify security risks
- Operate and respond to the fire alarm systems where appropriate acting as the fire warden
- Monitor fire safety equipment and undertake regular fire alarm tests
- Assist with keeping the grounds free of snow and ice
- Assisting with lifting duties such as laundry, furniture etc.
- Performing ad hoc duties such as collecting materials, deliveries etc.
- Undertake/ assist with minor/simple repairs e.g. minor plumbing, decorating, changing light bulbs, unblocking drains, repairing / replacing windows, repairing door furniture etc.
- Monitoring the water quality and temperature in the swimming pool, taking samples and dosing with appropriate chemicals as required.
- Cleaning the pool and pool sides daily
- Being first point of contact for any out of hours emergency facilities issues
- Performing other such duties as might be reasonably required of a person fulfilling this role

## Person Specification

### Educational Attainment and Qualifications

Must be able to cope with the physical demands of the role. Be willing to work outdoors.

Prepared to live on site or at least sleep over for night duties

Be prepared to work some unsociable hours

### Experience, Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• A calm and positive manner and outlook, with an organised, accurate and</li> <li>• Methodical approach to daily work tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working as a caretaker or in some maintenance or security capacity</li> <li>• Previous experience of working in a school.</li> <li>• Positive attitude and a good sense of humour</li> </ul>



# Ackworth School

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| <ul style="list-style-type: none"><li>• Practical, with the ability to use initiative and work independently and to set deadlines</li><li>• An effective team player, ready to support and assist others.</li><li>• Willingness to undertake training (particularly fire training)</li><li>• Ability to communicate and receive instructions both verbally and in writing.</li><li>• Awareness of COSHH</li><li>• Good understanding of health and safety requirements for the role</li></ul> | <ul style="list-style-type: none"><li>• Full driving licence</li></ul> |
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Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.