



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

JOB DESCRIPTION

Job Title:	Estates Assistant/Caretaker (working in a team on a rota basis)
Responsible to:	Estates Director and Senior Caretaker
Department:	Estates
Direct involvement with:	HLC staff, pupils, parents and governors, external contractors, visitors, deliveries and outside lets.
Job Purpose:	To be a member of the school Estates team undertaking caretaking and general estate duties across the School site on a rota basis.
Salary:	£26,000 basic salary, with additional allowances based on shifts
Overview and hours of work	<p>The School operates a two-shift system, with morning shifts running from 6.00am to 2.00pm and afternoon shifts from 2.00pm to 10.00pm, Monday to Friday. This is an alternating shift pattern.</p> <p>A Duty Caretaker is always available, either on site or on emergency standby.</p> <p>The night shift requires being on the overnight emergency on-call rota. Occasional weekend cover and weekday holiday cover may also be required.</p> <p>The Caretaking team provides year-round site coverage (365 days per year).</p> <p>The role carries an annual holiday entitlement of 28 days, which includes the requirement to work on the eight Bank Holidays.</p>
General Responsibilities:	<ul style="list-style-type: none">• To open up and/or close up the School buildings as appropriate;• To undertake any caretaking or porter services required;• To help set up equipment for internal and external events and school outside lets;• General security and safeguarding of the School site including emergency call outs, attending to the fire and burglar alarms and liaising with the emergency services;• To meet and attend to contractors visiting or working on the site;• Monitoring and assisting contractors on site as required;• Conduct day to day checks of the swimming pool and pool plant. Training will be given for this task;

- To drive the School van or vehicles as required in order to conduct role;
- Adhere to the School's Safeguarding Policy and procedures at all times.
- To undergo any relevant training as requested, such as manual handling, first aid and safeguarding training;
- Carry out all other duties as may be reasonably requested from time to time.

Maintenance

Responsibilities:

- Assist with general building maintenance as allocated;
- Assisting with the delivery of planned and reactive maintenance of the School premises including minor repairs, decoration and general upkeep of the School;
- Work in a team to provide general maintenance tasks and support trades people on site;
- To help ensure the School site is maintained to a high standard.

Skills

Essential:

Person Specification:

- Strong communication skills
- Able to manage multiple tasks and prioritise effectively;
- Previous experience working in building maintenance;
- Hold a full clean UK driving licence;
- Knowledge and ability to carry out vehicle maintenance and safety checks;
- Ability to work as a member of team.

Desirable:

- Experience of caretaking or premises supervision;
- Experience of areas such as joinery, decoration and plumbing;
- Experience of working in a school setting.

Personal Attributes:

Essential:

- Ability to stay calm and work effectively in an emergency situation (e.g. intruders, flood or fire);
- Excellent interpersonal skills and the ability to communicate effectively;
- To have a flexible approach to work and proactive approach to resolving problems.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.