



JOB DESCRIPTION Caretaker

Job purpose:

Working as part of the Estates team the Caretaker will be a key holder and first point of contact for hirers, providing security, closing of the school, undertaking cleaning duties and supervising the evening housekeeping team.

Status: Part time, plus some weekend work
Core hours: Monday to Friday 3.45pm to 9.15pm
Start date: January 2025

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority
- Contribute to the day-to-day running of the School and follow its policies and procedures
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as an individual with courtesy and respect
- Have due regard for Health & Safety within the School

Key Responsibilities

- Site security – act as school key holder, unlocking the gates for school pick up, completing a walk round of the school every evening, ensuring the school site is secured.
- Crossing duty at school pick up time.
- Act as point of contact for hirers, opening up school areas, briefing them on safety and security procedures.
- Liaise with swimming pool hirer on weekend and ensure all plant is working correctly.
- Starting and shutting down the Astro generator for hirers as required by the lettings team.
- Oversee evening housekeeping team on behalf of Matron, ensuring that all areas of the school are cleaned to a high standard in liaison with the school Matron.
- Carry out cleaning duties as specified by Matron. This will include the school buildings, boarding areas and all other areas including swimming pool.
- Ensure external grounds are kept tidy, rubbish cleared and disposed of correctly.
- To work within all Health and Safety guidelines to ensure a safe working environment.
- Clean all equipment to ensure in good working order.
- Report any health & safety or maintenance issues.
- Move furniture, set up rooms and pack away.
- To undertake any training required including attending INSET training as required.

Person Specification

The successful candidate will have the following attributes:

- Previous experience in a similar role is essential, ideally in a school environment.
- Proactive individual who is able to work on own initiative, energy and commitment with a keen eye for detail
- Experience of managing/supervising a team.
- Good customer service skills.

- Ability to use own initiative and prioritise tasks.
- Approachable and courteous
- Understanding of COSHH is desirable but not essential as training will be given.

NB This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.