



## Chesham Preparatory School

### Job Description Out of Hours Caretaker for Swimming Pool

The role is to maintain the health and safety of the swimming pool and its security for out of hours use and general caretaking duties.

#### 1. Caretaker

- To unlock, lock up and alarm as necessary
- To clean the building after use
- To dispose of waste in the appropriate bins
- To report defects to the estates manager
- To oversee the hire company and their visitors
- To provide site security

#### 2. Pool Manager

- To maintain the pool plant room.
- To perform water checks as designated by the schedule
- To perform regular maintenance items on the pump and filtration systems.
- Provide all administration in respect of all health and safety required.

#### 3. Discipline, Health and Safety

- Emphasise and ensure the highest standards of safety and of safe methods of working in such areas where potential hazards exist.
- Take advice and instruction from your line manager, and members of the Senior Management Team.
- To be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. You are responsible for cooperating with the Head, the Bursar and members of the SMT in order to enable the Governors to comply with health and safety duties. You are also responsible for reporting any risks or defects to the Estate's Manager and Bursar.

#### 4. General Code

Maintain acceptably high personal standards of appearance, behaviour and punctuality. Set a good example for all children to follow.



## 5. Professional Standard

- Be professional at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Follow school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.