



CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION

MAINTENANCE AND CARETAKING ASSISTANT

Responsible to: The Estates Manager and the Bursar

The Maintenance and Caretaking Assistant is responsible for assisting in the day-to-day maintenance and appearance of the School, reporting directly to the Estates Manager, who in turn reports directly to the Bursar. The Estates team is in place to ensure the upkeep and look of the buildings and grounds, which also includes a vital role within the school's health and safety programme and the site security.

Responsibilities and duties

- General caretaking duties.
- General maintenance duties.
- Assisting with the pool plant room maintenance.
- Assisting with the fire and intruder alarm systems.
- Car parking duties.
- Covering bus runs.
- Assisting with small scale term time and holiday projects of refurbishment.
- Assisting in site security, including locking up and opening up when relevant.
- Assisting in the heating and building management systems and reporting defects and malfunctions to the Estates Manager.
- Assisting and maintaining the drainage system.
- To undertake portering tasks as required.
- To undertake handypersons duties as directed by the Estates Manager.
- To control the provision and replenishment of toiletry items.
- To maintain appropriate records including logbooks when the Estates Manager is not present.
- To report emergencies in the case of faults with gas, electric and water supply to the Bursar.
- To attend to, where necessary, personnel visiting the site, such as contractors.
- Assistance at school events such as the CPS Festival and the May Fair.
- To attend staff meetings, open days and training days.
- To establish effective working relationships with professional colleagues and associated staff, both teaching and non-teaching.
- To undertake a range of duties as determined by the Estates Manager and the Bursar.

Professional development

- To strive for personal and professional development through active involvement in the school's staff professional development and review scheme as implemented by the Head and School Governors.
- Attend all INSET days as requested by the Head or Deputy Head.
- Review from time to time work processes.
- Participate in arrangements for further training and professional development.

Discipline, health and safety

- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and safe methods of working in such areas where potential hazards exist.
- To be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. To co-operate with the Head, the Bursar and members of the SMT in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

General code

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

Professional standard

- Be professional at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Be aware of and adhere to 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.

This role is a regulated activity as defined by the disclosure and barring service.