



CHESHAM PREPARATORY SCHOOL

JOB DESCRIPTION OUT OF HOURS CARETAKER

Purpose of the Role

The Out of Hours Caretaker is responsible for maintaining the school buildings and site, ensuring security during out-of-hours use, and carrying out general caretaking duties to support the smooth running of the school.

Key Responsibilities

Caretaking and Site Management

- Unlock, lock, and alarm the school as required.
- Clean the building and facilities after use.
- Dispose of waste appropriately and maintain general site cleanliness.
- Report defects or maintenance issues promptly to the Estates Manager.
- Supervise external hirers and their visitors to ensure safe and proper use of school facilities.
- Maintain site security, including monitoring access and addressing potential risks.
- Ensure the swimming pool plant room is operational and maintained.
- Undertake additional caretaking or general maintenance duties as requested by the Estates team or Senior Management Team (SMT).

Health, Safety, and Compliance

- Promote and maintain the highest standards of health and safety at all times.
- Follow guidance from the line manager and SMT to ensure safe working practices.
- Take reasonable care for your own safety and that of pupils, visitors, temporary staff, volunteers, and contractors.
- Report any risks, defects, or hazards to the Estates Manager or Bursar promptly.

Professional Conduct and Standards

- Maintain high standards of personal appearance, punctuality, and behaviour.
 - Act as a positive role model for pupils and colleagues.
 - Support the ethos, values, and mission of Chesham Preparatory School in all actions.
 - Follow all school policies, including the code of professional conduct.
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Person Specification / Qualities

- Reliable, proactive, and flexible with a strong work ethic.
- Strong attention to detail and commitment to maintaining high standards.
- Team player with excellent communication and interpersonal skills.

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