



# ST JOSEPH'S COLLEGE

Appointment of  
Caretaker and Facilities Maintenance Operator

Closing Date: 21 June 2024

Salary: Depends on experience circa of £26k, inclusive of unsociable  
hours allowance

(we reserve the right to interview and appoint ahead of the closing date)

Start Date As soon as possible

## The Opportunity

This purpose of this role is to ensure the effective running and efficient management of health & safety, maintenance, grounds, estates, facilities, caretaking, security, and housekeeping at the College. The postholder will:

- Work closely with the Facilities Manager, Director of Business Development and Operations and wider college operations and support services teams.
- Through being proactive and embracing a varied role, the post holder will support Facility Operations
- Work within a truly supportive community focused on providing an aspirational holistic environment for its students





- Complete building maintenance activities as directed by the Head Caretaker to include painting and decorating, repairing or fitting shelving and notice boards, repair to plumbing, replace light bulbs, gully and guttering cleaning, responsible for removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances, clearance of snow from walkways and conduct gritting where applicable.
- Operation and maintenance of heating plant and lighting systems.
- Perform portage duties such as the movement of furniture, distribution of stores as instructed, set up of classrooms or exam rooms and reinstate afterwards.
- Act as the first point of contact for premises related issues, working with external contractors to resolve any reactive problems or faults. Directing contractors to relevant work location. Monitoring the satisfactory completion of repair and maintenance work, referring matters to the Head Caretaker as necessary.
- Attending appropriate training courses appropriate to the post of Caretaker, including asbestos management training, legionella training, child protection and health & safety training; trained as a First Responder/First Aider. Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements in accordance with College and Health & Safety Policy;
- Completing appropriate paperwork in connection with any of the duties listed above including issuing accident report forms to visitors to the College's site in the event of an accident.
- Support and monitor traffic flow in the mornings and evening at peak traffic times, to ensure that disable and hazard marked, keep clear zones, are free and that traffic flows freely.
- It is expected that the post holder will present a positive personal image and at all times adopt a professional and calm manner when dealing with all staff, pupils, parents and visitors to the College to ensure that the College's good reputation is maintained.
- Working collaboratively and co-operatively with all teaching and support staff to ensure all teaching areas are safe, secure, clean and well maintained.





### General Responsibilities:

All staff are expected to:

- Follow the College's Safeguarding policy and procedures
- Actively support the ethos of the College
- Lead by example and be a positive advocate and ambassador of the College
- Duties of the post could vary from time to time as the result of new legislation, changes in technology, policy or for other business reasons. In these circumstances training to undertake new tasks will be offered.





## The Responsibility

- Key responsibilities and main duties:
- The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.
- To work with the Head Caretaker and carry out any duties as directed with supporting the delivery of the facilities services, ensuring the needs of the College's users are met in a timely manner.
- Responsible for maintaining the security of the College with keyholder duties that include the unlocking and securing of the buildings and gates internally and externally and setting the intruder alarms daily.
- The post holder will be a designated key holder of the College for emergency access to the premises. They must provide access to the College, as required, for authorised personnel or appropriate emergency services outside the normal hours of opening in the event of an emergency.
- Respond to alarm systems, taking appropriate action regarding trespassers, including the Police, and/or the Principal, as appropriate.
- Assisting with 'out of hours' events and lettings, providing support for internal and external College events as required.
- Assisting with inspections to ensure compliance with the requirements of Health & Safety legislation, the Independent School Inspectorate and the National Minimum Boarding standards. To include fire alarms, firefighting equipment, smoke alarms, security lighting, testing of portable electrical appliances; to be inspected weekly and to maintain the appropriate records.
- Supporting the Head Caretaker, in respect to inspecting and monitoring the College campus regularly to identify the need for repairs or improvements.





## The Environment

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Jo's Community is a one-in-a-lifetime experience. We provide a stable foundation for students and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students.

An energetic forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years.

St Joseph's College has a long-standing reputation of success in Rugby, Football, Netball and Cricket. There are high levels of enthusiastic participation throughout the School, and a record of competitive success in the game over several decades. Many players regularly achieve representative honours at regional, academy and national levels.

The College has industry-leading relationships with professional clubs and universities. These enhance the delivery of the game in the school and provide pathways for many talented players. Academy partnerships with ITFC, Ealing Trailfinders and Brunel University are examples of these. The school is an accredited TASS Dual Career Centre and offers the BTEC Performance Support Course, which enables aspirational players to study in the morning and train every afternoon.

The College proudly hosts one of the world's most prestigious schoolboy sporting events - hosted by the College in October each year - is the premier Under 18 competition in Europe if not the world.



Person Specifications

Education and Qualifications	Essential	Desirable
Maths and English GCSE Grade C or above or equivalent.	✓	
Willingness to train in First Aid.	✓	
Full Driving Licence.	✓	
Health & Safety qualification.		✓
A trade related qualification.		✓
Knowledge and Skills	Essential	Desirable
Good literacy and numeracy skills.	✓	
Effective verbal and written communication skills.	✓	
Sound knowledge of Microsoft Outlook and Word.	✓	
Willingness to develop knowledge of IT and other specialist resources as required.	✓	
Ability to work effectively as member of a team, providing support to colleagues and demonstrating a flexible approach.	✓	
Understands staff and student needs and has an awareness of providing good customer service.	✓	
Able to resolve problems.	✓	
Ability to lead a team.	✓	
Experience of managing buildings.	✓	
Handyperson and decorating skills.	✓	
Able to work accurately with precision.	✓	
Knowledge of Health & Safety procedures and regulations e.g. COSHH.	✓	
Knowledge of moving and handling procedures.	✓	

Person Specifications

Caretaking/site-keeping experience in a school or similar environment.		✓
Ability to supervise staff and manage work programmes.	✓	✓
Personal Qualities	Essential	Desirable
Professional and polite dealing with staff and students.	✓	
Ability to respond calmly to emergencies.	✓	
Flexible approach to working hours, especially evenings and weekends and covering colleagues.	✓	
Ability to work to deadlines.	✓	
Ability to work on own initiative to identify and solve day to day problems.	✓	
Willingness to participate in development and training opportunities.	✓	
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Availability and flexibility with regards to observing and managing operations on a site that operates 24 hours a day, 7 days a week.	✓	
Commitment to continuing personal development through continual professional learning.	✓	
Evidence of learning beyond the work place.	✓	
Ability to understand and demonstrate a commitment to equality and diversity.	✓	