



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## **SCHOOL KEEPER (CARETAKER) OUTLINE JOB DESCRIPTION**

Job Title : School Keeper (Caretaker)  
Reporting Line : Building Services Manager  
Location : Hampton School

The closing date for applications is Monday 19 June 2017 at 9.00am.

### **Description**

A School Caretaker (known as Keeper) is required as soon as possible to join the team. This is a full time position working Monday to Friday. The successful applicant will also be required to cover shifts for the other keepers when they are on leave.

The School Keeper is responsible for a wide range of duties and responsibilities connected with maintaining the fabric and security of the School to the required standard and within regulatory requirements. Keepers are employed on a school-wide basis and not specific to any one site. The principal responsibilities are detailed below.

Normal working hours will be Monday to Friday 8.00am to 5.00pm.

The Keeper will also be required to work additional hours to enable the School buildings to be used for lettings and events outside their contracted hours.

The Keeper is line managed on a daily basis by the Facilities Manager who is responsible to the Deputy Bursar then Bursar.

### **Duties**

#### **a. Security and Associated Duties**

- To carry out security procedures for all school buildings and grounds.
- To activate and de-activate the School alarm systems.
- To open and close the School premises, including gates, doors, windows, fire exits, etc., for the purpose of school use, lettings, out of school hours events, maintenance and emergency services.
- To respond to alarm call outs from the School's alarm provider.
- To liaise with the emergency services including calling out if required.
- To report incidents to the Facilities Manager.
- To patrol the car parks and identify unofficial cars parked.
- To keep a list of all contractors on site and supervise them when on site.
- To monitor site CCTV and to escort off site any unauthorised visitors.
- Cover for Gate Lodge during lunch and sick leave.

#### **b. Lettings & Events**

- To comply with instructions received from the Facilities Manager or the Events Co-ordinator concerning letting procedures and carry out as per the Lettings Agreement.
  - To be available during the course of the lettings and events to:
    - Give assistance to the hirer and Events Co-ordinator, relative to the facilities hired.
    - Ensure the functions are properly conducted in accordance with the Lettings Agreement and the behaviour of the hirer is not detrimental to the site or facilities.
    - Carry out any necessary cleaning and tidying of areas within the letting/event agreement.
    - Carry out any routine maintenance to the School building as required.
- c. Furniture & Equipment**
- To set up designated areas for examinations as directed by the Examinations officers.
  - To ensure that the Main Hall is set up for school assemblies as directed.
  - To ensure all furniture and equipment is well maintained and fit for purpose.
  - To ensure all wall clocks are checked on a regular basis and batteries replaced.
  - To place equipment in classrooms as requested by the Facilities Manager.
- d. Deliveries/Post**
- To receive deliveries and re-distribute to the appropriate department or person.
  - To assist with unpacking and storing of goods where required.
- e. Other Duties**
- To carry out weekly water temperature checks.
  - To chemically descale urinals.
  - To carry out basic visual checks on the School vehicles.
  - To be aware of the positions of all school stopcocks and gas & electric meters.
  - To ensure that the boiler houses are kept tidy and safe.
  - To clean sickness spillages as required.
  - To raise the school flag as required.
  - To ensure that all duties are carried out in accordance with Health and Safety regulations and adhering to the School's Health and Safety Policy.
  - To undertake training and development as required.
  - Drive School vehicles as required.
  - To undertake any other duties which may be reasonably required by the Headmaster and/or Bursar in association with the above role.
  - To act as Fire Marshal and First Aider as required. Training will be provided.
  - Any other reasonable tasks required

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops.

### **Training**

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness.
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.

### **Personal Specification**

A customer focused approach and attention to detail are essential combined with a willingness to go the extra mile and a 'can do' approach. The job holder will be a good team player, capable of working positively under pressure with a flexible outlook that supports the rest of the team.

The ability to self-motivate and work on your own are essential.

## **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview please inform the School.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

## **INFORMATION FOR APPLICANTS**

### **1. Salary**

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be £22,935 per annum. The Governors review salary Scales each year to ensure they remain competitive and is paid by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter, in 12 equal payments.

The overtime rate for all additional hours worked will be at 1½ hourly rate (time and a half).

### **2. Hours and Holidays**

The salary is for a 40 hour week Monday to Friday 8.00am to 17.00pm.

You may be required to work on Bank Holidays, for which you will be paid the 1½ hourly rate (time and a half). Other additional hours will be agreed in advance with the Facilities Manager.

As a condition of your employment you will also be required to work shift pattern for certain weeks of the year to cover the annual leave of Keepers on shift pattern. Notice and training will be provided.

Your annual leave entitlement is 26 working days per academic year (holiday year runs from 1 September to 31 August). You will be required to take holiday during periods when the School is not teaching (School holiday periods).

### **3. Probation**

The appointment is subject to the satisfactory completion of a twelve month probationary employment after which it will be confirmed, or extended for a further period not exceeding 6 months.

### **4. Notice**

The minimum period to terminate employment is as set out below:

<b>Period of continuous service</b>	<b>Minimum Notice</b>
Less than one year	1 month
One year but less than two years	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

<b>Period of continuous service</b>	<b>Minimum Notice</b>
Less than one year	1 month
One year but less than two years	2 months

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

### **Non-contractual Benefits to staff**

**a. Pension**

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

**b. Death-in-Service Benefit**

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

**c. Health Care**

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

**d. School Fee Reduction**

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

**e. Cycle to Work Scheme**

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

**f. Childcare Vouchers**

The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

**g. Eye Tests**

In September each year members of staff receive a voucher for a free eye test at nominated opticians.

**h. Personal Accident Insurance**

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

**i. Drinks and Snacks**

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

**j. Lunch**

Lunch is provided to members of staff at no cost.

**k. Sports Travel to School on Saturdays**

Staff running teams can claim expenses for travel to and from School for Sports matches.

**l. Use of Private Vehicle**

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

**m. Blood Pressure**

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

**n. Counselling**

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

**o. Sports Therapy**

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

**p. Multi-Gym**

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.

**q. Sporting Facilities**

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

**r. Parking**

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

***The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.***

**Further details of the School are available on the website.**