



## **Part Time Caretaker – Evenings & Weekends**

Gosfield School is seeking to appoint a Part Time Caretaker. This is an exciting and challenging role for someone with relevant experience. The ideal candidate would currently be working as caretaker or estates assistant and able to work independently and as part of a team.

### **INFORMATION FOR CANDIDATES**

Established in 1929, Gosfield School is a thriving independent co-educational day school for ages 2-18. Set in superb grounds of 110 acres with an impressive sports hall, all-weather sports field and performing arts centre, we offer pupils the opportunity to excel academically and participate in a wide range of additional activities. The Nursery, Prep and Senior Schools provide a rich and relevant learning environment in which young people can excel and flourish both academically and socially.

We now seek applications for the position of a part time Caretaker - Evenings. The role will be 20 hours a week on a weekly shift pattern, evenings, with some flexibility required. There will be opportunity for additional hours, to support the school calendar of events and depending on the candidate's availability.

### **JOB PURPOSE**

To assist the Head of Operations in the organisation and supervision of all matters relating to the school's premises, including the maintenance, security and management of services on school site. To assist the Estates team in providing a warm, safe, clean and secure environment in which children and staff can work effectively. To create a good impression to all visitors to the school, parents, students and staff.

The Part Time Caretaker works closely with a range of school staff and reports to the Head of operations. Training will be provided.

### **Main duties and responsibilities**

- To carry out handyman duties and report all defects to the fabric of the building, undertaking minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairs and decorating.
- To assist and complete routine site tasks such as cleaning, grounds maintenance and litter collection, clearing of snow, graffiti removal setting up/clearing for exams, assemblies etc.
- The collection of deliveries and portage.
- Operation of heating plant, cooling and lighting systems
- Provide emergency response to the school site
- To act as a key holder, carrying out security procedures for the main buildings and sports facilities, including lock buildings
- To assist in the recording and monitoring of school lettings and to liaise with other staff and those hiring school facilities, as required
- Undertake routine Health and Safety compliance checks
- Attending to grounds maintenance contractors working on site
- Assist with setting up communal areas for assemblies, meetings, exams and functions
- To promote safe working and undertake relevant training as required
- Other reasonable duties as required by the Head of Operations

The successful applicant will be required to complete an enhanced DBS certification application. Applicants with criminal or personal records which may result in being barred from obtaining this status should not apply.

Application process: Please complete the application form and provide a covering letter outlining both your suitability for this role and your motives for applying.

Suitable applicants will be invited to attend our School for an interview. Some competency tasks may be set and there will be an opportunity to tour our school.

Please send your application in strictest confidence to [sara.bowles@gosfieldschool.org.uk](mailto:sara.bowles@gosfieldschool.org.uk).

Interviews will take place on a rolling basis.

Thank you for your interest in this position.

*Gosfield School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.*