

Job Description: Handyperson /Minibus driver

Responsible to Estates Manager

Hours worked

- 40 hours per week, typically 8am-5pm with one-hour unpaid lunch break (lunch provided during term time)
- Flexible hours if providing driving to cover am and pm school minibus runs.

Purpose

- Supporting the Estates team, ensuring the school site(s), garden and grounds of the school are maintained to a high standard. Providing cover for regular minibus drivers when they are off sick and to drive for school trips during the day.

Principal Responsibility Areas

KEY RESPONSIBILITIES

Upkeep of Grounds and Buildings

- Undertaking general maintenance duties under the direction of the Estates Manager, including decorating, repairs, carpentry, plumbing etc (according to skill set).
- To assist with the set up and clear away of furniture and equipment for training events, open mornings, school events, exams, lettings etc.

Minibus driving

- To drive a minibus and provide supply cover for minibus drivers when needed.
- To drive a minibus for school trips during term time.

Groundwork

- To support the Head Gardener in maintaining the Estate and school grounds.
 Typical tasks will include: -
 - Grass cutting and strimming
 - Leaf clearing
 - Hedge cutting (Chainsaw CS1/CS3 desirable)
 - Maintenance of driveways and paths, including litter picking, weeding, clearing snow and applying grit salt as required
 - Maintain and mark sports fields, pitches etc e.g. grass cutting, line marking and erecting sports equipment

General

- To carry out all duties in a manner which complies with:
 - Current Health and Safety legislation.
 - The School's Safeguarding policies
 - The School's security requirements.
- To implement all school policies and procedures that fall within your responsibilities.
- To play an active part in promoting the School's values, ethos and vision.
- To be able to work under own initiative.

- To respond to emergencies when required.
- To maintain absolute confidence in relation to all business and personal information relating to the school, except as provided for in the School's safeguarding procedures.
- To provide support to students and help promote a general feeling of well-being within the School.
- To contribute to the ethos, work and aims of the School.
- Any other duties appropriate to the post as required by the Estates Manager or Business Manager

PERSONAL SPECIFICATION

The successful candidate is likely to have the following knowledge and experience:

- A good level of education and in addition the applicants will need to demonstrate they have an appropriate qualification in Building/Horticulture as well as previous experience in maintaining property or gardens.
- A full, clean D1 driving licence
- A knowledge of Health & Safety requirements and legislation in a School environment

SKILLS AND ABILITIES

- Ability to work on own initiative as necessary, adaptable and follow instructions and to a given time constraint
- Ability to communicate effectively with staff
- Ability to work within the policies of the School
- The role at time may involve heavy lifting/Working at heights and working with chemicals and fertilisers.