



# CHEL TENHAM COLLEGE

## **Boaring House Caretaker (House Maintenance Staff – Estates Department)**

### **The Role**

Our Boarding House Caretakers form part of the House Maintenance Team in the Estates Department and report to the Works Manager. House Maintenance staff are the link between the Estates Department and the boarding houses and are the initial point of contact for boarding staff during term time for matters as they relate to the estate and the upkeep of the boarding houses. During the holidays the post holder will work as a general labourer assisting the Estates Department with various projects around the School.

### **Cheltenham College**

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. College [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 730 pupils, including a Sixth Form of approximately 280 pupils. The Prep School [3-13] is largely a day school of some 420 pupils. Both schools are fully co-educational. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have strong academic records and a considerable reputation for sport, drama and music.

### **Person Specification**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	Current one day FAW course (or capable of working towards it)	
Experience/ Knowledge	Previous experience in DIY and maintenance.	Experience of working in a school.
Key Skills	Excellent interpersonal skills. Excellent organisational skills, conscientious, flexible and reliable. Strong inter personal skills. Capable of using initiative.	
Personal qualities required	Presentable, friendly, team player, calm under pressure, physically fit due to physical nature of the role.	
Additional	Full and clean driving licence.	

### **Key Responsibilities:**

#### **Basic DIY Tasks to Include:**

- Painting, decorating and running repair of damaged fixtures/ fittings.
- Electrical equipment (light bulb changes, plug re-wires, battery changes etc.)
- Plumbing tasks (new tap washers, unblocking toilets/ drains/ gutters etc.)
- Minor carpentry tasks (hanging pictures, easing doors etc.)

**Gardens and House Tasks to Include:**

- Keeping general good order both internally and externally - sweeping/tidying external areas.
- Maintaining paths during heavy snowfall etc.

**Assistance with House Activities to Include:**

- Manual handling – e.g. deliveries and small items of furniture
- Assisting other House Maintenance staff and Estates department employees.

**Other Tasks**

- Provide first aid when required, if trained.
- Respond to any fire related incident (when on site) and assist the incident coordinator.
- Be trained in the use of the house fire panels and other fire related equipment.
- When required, ensure all statutory Fire Safety Order 2005 compliance tests are completed. Ensure records of all tests, faults and inspections are properly documented, and take remedial action as necessary. The tests would normally (but not exclusively) include the following:
  - Regular fire door release systems functionality tests
  - Upkeep of all battery run fire safety equipment (e.g. sound initiated door releases, smoke detectors and transmitters)
  - Regular emergency lighting tests
  - Regular fire extinguisher visual checks and replacement of equipment as necessary
- Replace fire extinguishers from the pool when required and ensure a replacement is ordered through the Works Manager.

**The job description is not designed to be exhaustive. It sets out the main duties of the post, which may vary from time to time.**

**Terms and conditions**

- 39 hours per week (8am-5pm Mon-Thur and 8am-4pm on Fridays)
- 52 weeks per year
- Salary: £21,193.50 per annum
- School lunch (during hours worked in term time)
- Use of College sport facilities (at staff allocated times)
- Pension Scheme
- Subsidised health scheme membership (Benenden)
- Discounts for College staff at local businesses and retailers

**August 2022**