



The Crescent, Haversham, Milton Keynes MK19 7AN

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‘ Bringing out the best in everyone ‘

Caretaker L2

Permanent

Grade D £24702 - £25545 FTE

Job Role: Caretaker
Responsible to: Headteacher / Business Manager
Salary: Grade D £24702 - £25545 FTE
Hours of work: 27.5 hours a week
Start Date: ASAP

Haversham Village School is a small village school situated on the outskirts of Milton Keynes. The school currently has 160 pupils on roll. The school is in the centre of a thriving village community and prides itself upon serving the families of the local area. This post offers a wonderful opportunity to join our highly successful, happy and thriving school. Our school philosophy is simple, we aim to bring out the best in everyone. We are committed to providing the best possible opportunities and enriching experiences for our children to allow them to follow their aspirations and reach their full potential.

We are seeking a School Site Manager to join our team and play a crucial role in ensuring the safety, cleanliness, and maintenance of our school premises.

As the Caretaker, you will:

- Oversee day-to-day operations and ensuring that facilities remain compliant with legislation and meet health and safety standards
- Act as a designated key holder and be responsible for the school premises
- Be responsible for the routine and non-routine (emergency) opening and closing of the school
- To report trespass, theft or unauthorised parking of vehicles to the relevant authority
- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required including arranging emergency repairs
- Oversee the maintenance and security of the school premises
- Supervise work of other premises staff including cleaning and grounds contractors
- Assist cleaners with general cleaning duties including ad hoc emergency situations
- Liaise directly with maintenance contractors, checking that work is completed to required standards and within required timescales
- Operate and regularly check systems such as heating, lighting and security (including CCTV and alarms)
- Ensure the operation and maintenance of specialised equipment with training (e.g. Sports equipment, cookery equipment, sound and lighting equipment)
- Conduct regular inspections of equipment and risk assessments
- Contribute to the management of the premises budget and procure quotes for routine maintenance work on school premises
- Contribute to site and asset planning and management

- Undertake minor repairs to site, furniture, fittings and maintenance of the buildings and site
- Maintain records of site activities and safety checks
- Respond promptly to any site-related emergencies

The right candidate will be a strong communicator who is able to use patience, diplomacy and professionalism to help maintain the efficient running of our school. You do not need to have previous experience in this role, training will be provided for the successful candidate.

The role of the caretaker is vital to the efficient and effective running of the school and will require a flexible approach to meet the needs of the school.

Haversham Village School has a dedicated staff team who are enthusiastic about the education of our pupils and the successful candidate will be able to develop and foster professional relationships with the staff and pupils.

In return, we can offer you:

- Children who are kind, warm and enthusiastic about the school
- Dedicated colleagues with a shared vision
- A chance to innovate and drive changes
- A chance to develop your role
- Flexible hours within the school day (candidate must be available for school opening and closing times)

Visits to the school are strongly recommended. If you would like to find out more or would like an application pack please contact Mr David Ley, Headteacher or Miss Carley Chambers, School Business Manager (office@haversham.milton-keynes.sch.uk or 01908 312 673).

Closing Date: 27/9/2024
Interviews will be held in person: 04/10/24

Haversham Village School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post prior to commencement, as well as two satisfactory references. The school welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.