



# Job Description - Caretaker 2024

Job Title	School Caretaker
Form of employment	Part time, permanent
Hours of work	8 hours per week (over at least two days), with additional hours during holiday time being required (flexible)
Location of work	Based at 30 and 40 Tabard Street
Responsible to	The Governing Board of both LCS and parent organisation UKCS, and to the Headteacher
Line Manager	Development and Facilities Director

## ROLES AND RESPONSIBILITIES

### The School

London Christian School is a thriving co-educational independent primary school in central London that seeks to offer an excellent Christian education for children of any faith. It has a community feel and a very supportive parent body. Established in 2007 with four pupils, it has grown ever since and now stands at 120+.

We are non-selective at entry but have an outstanding record at 11+ and our children are offered places, often with scholarships, to leading London independent schools.

Most pupils join aged 3 or 4, but increasingly children are joining us at various stages further up the school. We are outgrowing our current premises and have recently bought the adjacent building, which is currently partly occupied by commercial tenants.

### The Role

UKCS/LCS are looking for a part time caretaker for both buildings at 30 and 40 Tabard Street, available at least eight hours a week, with attendance spread over at least two days between Monday-Friday, with additional flexible hours during holiday time being required.

It will be the caretaker's responsibility to present the premises in its best state at all times and will be responsible for the maintenance and security of the school buildings, assisted by the Development Director in this and contracting work out as required.

The Caretaker will be responsible for overseeing regular, scheduled maintenance for the school building and its fittings, including managing the provision of support services such as cleaning contractors and utility suppliers.

We are keen to get exactly the right fit and there is some degree of flexibility. The successful applicant must be hands on, practical, detail-oriented and be prepared to 'roll up their sleeves'.

Previous experience within a school environment beneficial but not essential. NVQ Electrical or Plumbing qualifications or Gas Safe registered desirable but not essential. Basic DIY skills required.

The post is available from April 2024 or earlier if available.

The Caretaker's duties encompass:

**Utilities and Services (arranging contracts along with Development Director, providing meter readings, checking supplies)**

Mains water and tank water supplies

Electricity supplies

Gas and heating services

Cleaning contractors

**Regular Internal Checks**

Fire alarm testing

Fire extinguisher inspections

Emergency lighting monitoring

Legionella water and temperature log

Fire door visual checks

**Arranging External Servicing**

Fire extinguisher servicing

Fire and intruder alarm servicing

Boiler servicing

PAT testing

Emergency lighting testing

Security door servicing

Lightning protection testing

**Regular and ad hoc repairs**

Undertaking small electrical or plumbing repairs

Maintaining playgrounds

Installing shelving and furniture

Painting school buildings

Acting as a keyholder