



The Walnuts School

Admiral Drive
Hazeley
Milton Keynes
MK8 0PU

Executive Headteacher: Mr Jonathan Budd

Head of School: Mrs Lisa Munro

Telephone: 01908 563885

E-mail: admin@walnuts.milton-keynes.sch.uk

SCHOOL CARETAKER / HANDY-PERSON

37 hours per week 52 weeks per year
plus 27 days annual leave, Bank Holidays
Grade D - £22,777 to £24,054

The Walnuts School is **expanding** and we are seeking a Caretaker Level 2/ handy-person to assist our Site Manager. The post is for 37 hours per week (7am - 3pm), 52 weeks per year. The salary is £22,777 to £24,054 per annum. This is an exciting opportunity for a flexible and reliable person with relevant practical experience and initiative to join our current site team. You will be expected to fulfil a wide range of duties to assist the Site Manager with maintenance, cleaning, repairs and ensuring day to day operations are maintained to a high standard. You must have relevant experience in these areas. Some of the varied responsibilities will include, but are not limited to, the following:

- To undertake basic maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently.
- To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- To report serious hazards to the Caretaker and Headteacher immediately.
- To help to maintain the school grounds to ensure they are fit for purpose.
- To carry out any other duties as may from time to time be required by the Caretaker.
- Carry out routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds, etc.
- Ensure that caretaking (and where applicable, cleaning) equipment is in safe and in proper working condition.
- Carry out first line repairs which are not beyond the scope of an unskilled handyperson.
- Ensuring that all drains and gullies are free-flowing and clean. Cleaning blockages should these occur.
- Keep all hard surfaces free of moss and weeds.
- Disinfect drains and dustbins regularly
- Drawing the attention of the school's property advisers, and the Headteacher, to any repairs or maintenance work which is beyond the competence and responsibility of the caretaking staff and maintaining the associated paperwork.

- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- Upkeep and general care of the school
- Cleaning of external windows at ground level.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls, appropriate painting and decorating.
- General porterage duties and moving of furniture for example laying out and stacking of chairs, desks, tables etc
- Assisting teaching staff with simple tasks as requested.
- Checking damage/security every morning on arrival at the premises
- Preparation of Hall for functions as required.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Test fire alarms weekly. Maintain test register with Caretaker
- Report any defects of building, furniture, fittings and equipment to the Site Manager and Head teacher.
- Provide access to the building and its utilities in the event of an emergency, at the request of the proper authorities.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.

This position **requires** a full UK driving licence and access to a vehicle due to being based across multiple sites.

The Walnuts School is an all age (Reception to Year 14) specialist provision for children and young people with Autism and/or Social Communication Difficulties, , operating across 2 sites in Milton Keynes.

School visits are encouraged. For an application pack, please contact hr@walnuts.milton-keynes.sch.uk or visit MyNewTerm: <https://www.mynewterm.com/jobs/110584/EDV-2023-WS-14367>

Closing date: Ongoing until position is filled

Interviews: tbc

Start date: ASAP

These posts require an enhanced DBS check. The Walnuts School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We are an equal opportunities employer.