



UNICORN SCHOOL

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**UNICORN SCHOOL**  
**JOB DESCRIPTION**  
**Caretaker (Part-Time)**

- **6 weeks holiday (pro-rata per academic year) plus UK Bank Holidays**
- **Competitive Salary plus Nest Pension**
- **Hot lunch during term time working days**

### **Job Purpose**

Provides effective support to the Bursar in non-academic areas, ensuring the efficient day to day management of Premises and Estates. As a member of the school's administrative team, also provides routine administrative assistance as required.

## **Main Duties & Responsibilities**

### **Premises and Facilities Management**

- To be jointly responsible for the security of the premises, liaising with London Borough of Richmond (LBRuT)/Alarm Monitoring/Police and other emergency services in this respect as necessary
- Maintenance of CCTV control and monitoring, and door access control
- Monitor standards of cleaning provided by the school's contract cleaning staff, raising any issues with the contractor and Bursar to achieve improved performance
- Take ownership for the tidiness, cleanliness of exterior school grounds and interior of all buildings (Main House, Coach House & Music Pods)
- Ensure that all external and internal Play Equipment is safe and inspected annually
- Monitor breakfast and lunch provision and liaise with Contractor if required
- Monitor the performance of outside contractors working on the school site and inspect completed work (e.g. gas, water and electricity engineers, fire alarm and intruder alarm engineers)
- Keeping a log of faults reported and updated with first fix response and actions required and completed
- Lead on the management, tidiness and the safety/security of external storage facilities (whether on or off-site)
- Manage and monitor all cleaning cupboards, including tidiness, health & safety and ensure locked at all times
- Take Control of Waste Management (food waste, household and recycling), with all bins put out on a Monday & Thursday for collection. Ensure bins are kept clean.

## **Regular Tasks: Premises/Estates**

- Conduct daily routine inspections of the school buildings and grounds, adopting a ‘don’t walk past’ approach
- Daily checks to ensure Fire Regulations are satisfied at all times, including fire exits/escapes are clear at all times and fire doors not manually propped open aside from electronic door guards.
- Fire Marshall Deputy to the Bursar when on-site
- Prepare the hall and rooms for events, activities, meetings and lunches
- Assist with constructing the stage for shows and performances
- Check photocopiers and arrange maintenance as required
- Ensure internal waste and recycling bins are emptied and disposed of responsibly
- Check bins are collected (including cloakrooms) and air fresheners maintained (external contractors)
- Check and top up supplies of cleaning materials, personal hygiene products and sundry items and replace as required
- Toilet Cleanliness (Children & Adult): Regular inspections to ensure cleanliness and that all cleaning materials are always topped up
- Carry out routine check on firefighting equipment and ancillary equipment, e.g. maintenance of batteries etc
- Carry out regular stock-takes of supplies and equipment
- Be responsible for organising regular audits/checks (e.g. playground) in conjunction with the Bursar
- Record meter readings for gas, water and electricity as required
- Gardening and watering of Plants/Planters
- All other reasonable requests from the Bursar to ensure the smooth-running of the school

## **Health and Safety**

- Suggest works to maintain and develop the facilities and premises to meet the educational and community requirements of the school, ensuring they are well maintained, attractive in appearance and provide a safe and healthy environment for staff, pupils and visitors
- Ensure compliance with best practice and statutory requirements in all areas of Health and Safety including updating of records in conjunction with the Bursar
- Proactive maintenance of all equipment across the school to satisfy compliance
- Water Testing to be conducted internally in line with regulatory requirements and in conjunction with external partners to ensure compliant
- Pest Control: Manage and support regular visits with our contractual partners

## **Forward planning**

- Working with the Bursar to carry out a rolling programme of redecoration and refurbishment
- Assist in liaising with appropriate organisations and agencies in connection with planning and conducting minor and major works at the school
- Anticipate future needs to enhance operational efficiency and a right first-time approach

## **General Duties**

- Support the School Office and Bursar’s Office as required
- Deal with incoming enquiries promptly, ensuring that messages are recorded and passed to the appropriate personnel in a timely manner
- Assist with routine periodic administration tasks
- Contribute positively to effective working relationships within the school community
- The post holder may be requested to undertake further associated activities and responsibilities, of a similar nature to those mentioned above

## Person Specification

### **Key Skills and Prerequisites:**

- Highly flexible team player who is adaptable, prioritises and takes the initiative
- Confident and able to get on well with all staff, children, parents and governors
- Must be diligent, accurate and have high attention to detail standards
- To be well organised and have good time-management skills
- Understanding of and commitment to the Safeguarding of children and young people
- Must demonstrate tact, confidentiality and discretion at all times
- Ability to work independently and in a team
- Ability to work under pressure and to tight deadlines in an ever-changing environment
- Excellent interpersonal and communication skills
- Excellent telephone manner and ability to deal with enquiries
- Professional, smart appearance
- Self-motivated and committed

### **Will be Required**

- Enhanced DBS

### **Desirable**

- Experience of having worked in a school on a similar role
- Driving licence
- Ability to drive minibus as required