

JOB DESCRIPTION: SITE OPERATIVE AND MINIBUS DRIVER

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose: To be part of the Estates and Grounds Teams responsible for driving the School Minibus undertaking the School's morning pupil collections, and to perform minor maintenance tasks and gardening duties, contributing to the smooth running of the School.

Responsible to: Estates Manager and Head of Grounds and Gardens

Hours of work: 25 hours a week, Monday to Friday worked 6am to 11am (Term time only – when the School is in session).

Overview

To be an active member of the Estates and Grounds Teams (each of whom have their individual specialities). Together the aim of all such support staff is to facilitate the needs of teaching staff and pupils to ensure the better performance of the School.

To be part of the team of Minibus drivers undertaking the School's morning pupil collections. To support the day-to-day operation of the School site, undertaking caretaking duties, performing minor maintenance tasks and gardening, contributing to the smooth running of the School.

To be supportive of the aims and ethos of boarding schools and private education, and, through your own conduct, be able to contribute to the environment of high standards, good manners, and excellent service at which the School aims.

Key Tasks

- To undertake driving duties in School minibuses for the School's morning pupil collections, which will require a clean driving licence, preferably with a D1 category.
- To be the 'on call' member of staff to respond to issues as they arise, including deliveries, being contactable at all times via a School duty telephone.
- Assist with those planned building and redevelopment projects managed in-house, including redecoration and minor remodelling of internal spaces.
- To help the School respond to adverse events or conditions (*e.g.* bad weather).
- Assiduous adherence to a schedule of mandatory checks (*e.g.* weekly, monthly and termly as applicable).
- To set-up for School activities and events as needed.
- Day-to-day caretaking duties:

- Assist with reactive maintenance works as needed (*e.g.* basic repairs *etc.*);
 - Clearing bins, bin trolleys, recycling around the Estate and a weekly litter pick;
 - Receipt and distribution of deliveries and supplies;
 - Assist with reactive janitorial works (*e.g.* spillages, leaks, blockages *etc.*);
 - Assist with periodic deep-clean tasks (*e.g.* carpet cleaning, rearrangement of rooms *etc.*);
 - Assist with regular external cleaning works (*e.g.* gutter cleaning, flat-roof cleaning, path clearing);
 - Setting of timers around the site (*e.g.* for lighting, alarms, door locks *etc.*).
- Undertake routine gardening and grounds maintenance; propagation and planting out of bedding plants; maintain beds and borders around the School buildings; regular trimming of hedges and small trees as instructed by the Head of Grounds and Gardens to help maintain the School gardens
 - Along with other Estates and Grounds Team Members and resident staff, act as a Fire Warden.
 - To attend meetings and training courses as requested.
 - To observe the School's *Health & Safety Policy* at all times.
 - To perform other such duties as may be reasonably requested by the Estates Manager and Head of Grounds and Gardens.

Safeguarding of Children

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

Knowledge, Skills and Experience Required

Essential

- Full clean driving licence.
- Excellent time-keeping and reliable.
- General practical skills to be able to undertake minor repairs (i.e. basic plumbing, lighting, carpentry *etc.*)
- Ability to work effectively as part of a busy team.
- Self-motivated with the ability to work under own initiative and to meet deadlines.
- A professional manner with good communication skills and excellent interpersonal skills.
- The attentive eye to see issues before they are pointed out and to understand high presentational standards.
- Physical capability to meet the demands of the role, which will include lifting, carrying and manual work. The School will pay for relevant courses (*e.g.* Manual Handling, Working at Height *etc.*).
- Basic understanding of safe working practices and Health & Safety legislation.
- A pro-active and flexible approach to role. Hours can occasionally vary depending on events in the School Calendar. Occasional Saturday work for scheduled events (*e.g.* annual Speech Day) will be required.
- Positive approach to learning in the role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Desirable

- Experience of minibus driving. Full training will be given.
- Experience in maintenance tasks.
- Expertise in one particular field (*e.g.* carpentry, electrical, plumbing *etc.*).
- Experience of using garden machinery (*i.e.* strimmers, blowers, *etc.*).

Note

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.