

# ESTATES & LETTING CARETAKER (P/T)

## JOB DESCRIPTION

*Reports to: HEAD OF ESTATES*

## ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School is also moving from being a senior school to an all through 3 -18 school with nursery, thanks to a 2021 coming together with Quainton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our recent school inspection.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quainton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



**AMBITION**



**EXCELLENCE**



**INNOVATION**



**RESOLVE**



**HERITAGE**



**COMMUNITY**



**CREATIVITY**



**ENQUIRY**

## THE DEPARTMENT

The School's estate comprises a number of buildings ranging from mid-18<sup>th</sup> Century to recent constructions. Several of the school buildings are listed and fall within two different conservation areas.

The Estates Teams' aim is the delivery of both planned and reactive maintenance, event set ups, H&S requests, planned maintenance, general repairs and property upkeep, working with other estates team members and with minimal disruption to the day to day operation of the School community.

This role is focussed on providing out of hours cover to facilitate access for commercial lettings. Duties include - opening and closing of buildings, setting up (and taking down) equipment and furniture for lettings, minor maintenance, cleaning and being the first point of contact for security and incidents. From time to time, supporting the wider Estates team with traditional caretaking and maintenance tasks may be required.

## PRINCIPAL RESPONSIBILITIES

### Estates

- Responsible for security of school buildings and grounds.
- Inspect and maintain certain school equipment, effect minor repairs and report defects.
- Conducting mandatory maintenance checks including:
  - Swimming Pool – Chlorine levels, microbiological levels are within guidelines, plant equipment is operating correctly
  - Emergency lighting – Periodic Testing of maintained/non-maintained lighting
  - Legionella Testing – Checking temperatures of water are within guidelines
  - Ladder Checks – Conduct periodic checks of school owned ladders. Ensuring equipment is safe to use
- Perform simple repairs and maintenance tasks as required.
- Support with event set-ups.

- Assist with escorting and monitoring of contractors on site at the weekend or out of hours.

### Lettings

- Open and close School sites/locations for external and internal hire bookings (at times this may include internal School events).
- Conduct security checks of School locations, including locking of doors and windows.
- Preparing set-up of locations (halls, classrooms) as indicated by hirer including the moving of furniture and equipment such as tables and chairs.
- Ensuring all School premises are monitored to ensure hirers have left locations tidy and to put back in place equipment ready for academic use.
- Liaise with cleaning staff to ensure locations are ready for hire and are cleaned as required afterwards.
- Liaising with Estates and Lettings Team to deliver support at events, when necessary.

### General duties:

To carry out any other tasks as required by the Head of Estates or the School's Senior Leadership Team.

- Maintain a tidy and professional working environment
- To carry out the above duties in accordance with the School's Policies and Guidelines.
- Key holding - lock up and alarm setting
- Setting up for activities and events
- Covering evening and weekend events

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

## PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
Full, clean UK driving licence	X	
Basic IT skills	X	
Basic knowledge of plumbing, electrical, gas, PAT testing, carpentry, first aid.		X
Knowledge of the occupational hazards and safety precautions involved with the maintenance, repair, and operation of buildings, grounds, and operating systems.		X

Health and Safety qualification/ certification		X
City and Guilds or equivalent qualification in a relevant trade		X
<b>SKILLS &amp; EXPERIENCE</b>		
General Maintenance experience		X
Basic plumbing experience (e.g. Fix leaking taps, radiators, etc.)		X
Basic joinery experience (e.g. replace broken window panes, board up broken windows, fit shelves, etc.)		X
Painting and decorating experience including basic plastering		X
Basic Electrical experience (e.g. make safe broken light switch/sockets/plugs, replace failed light bulbs, etc.)		X
Previous experience of working in a school environment		X
Good interpersonal and communication skills	X	
Ability to prioritise work and meet targets and deadlines	X	
Ability to work on own initiative with a proactive approach to work matters and task completion	X	
Ability to liaise with internal and external customers at all levels	X	
Enthusiastic and self-motivated with a natural inclination to problem solve	X	
Able to assess and carry out heavy lifting and general labouring tasks		X
Able to work outdoors in all weather conditions	X	

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.