



BUTE HOUSE

# Bute House Preparatory School for Girls

Assistant Caretaker

*Full time*





## Job Description

Role: **Assistant Caretaker**

Hours: 11am-7pm (Plus Weekend working)

Due to the nature of the role, there is a requirement to work overtime during planned school events in the evening and at weekends. These occasions are always planned and agreed well in advance and paid at the appropriate overtime rate.

*No holidays to be taken during term time unless by arrangement with your Line Manager and agreed with the DFO*

Report to: Head of Facilities

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Role: This is one of two caretaking positions which supports the School estate and the facilities manager. Responsibilities are wide ranging and dictated by the reactive nature of estates management however, they include responsibility for general caretaking duties to meet the requirements, maintenance and upkeep of the school, along with security and lock up. This is an essential role and vital to both the day to day school routine. This job description is used as a guide on duties required of this role and is not exhaustive.

### Key Responsibilities:

#### Security

- Be a key holder for the school building with responsibility to open and/or close the premises ensuring that the security of the building is maintained (for staff, contractors and lettings as well)
- Take action to prevent or respond to trespassers and inform authorities in accordance with school procedures
- Assist the Facilities Manager and Senior Caretaker in ensuring the building is safe to be used.
- To monitor the school entrance as required, so only those people authorised to be on site are given access (parents and authorised contractors, visitors and staff), and report any unusual circumstances, or anything of concern to the DFO.
- To set the intruder alarm as appropriate when locking up and check the site is clear before doing so, or unset the alarm if opening up and when required test alarms, ensuring that all logs are maintained.
- Patrol during lettings and deal with intruders / trespassers within guidelines.



- On occasion, when instructed by the Facilities Manager or Senior Caretaker, be responsible for supervising contractors on premises monitoring and ensuring compliance with contracts.
- Assist the Facilities Manager or Senior Caretaker to manage lettings and building contractor's arrangements.
- Deal with emergency matters as required

### **Cleaning**

- Support the Facilities Manager in managing the cleaning contract.
- Supervise and support evening cleaning staff in the performance of their duties.
- Respond to accidental spillages and occurrences as directed by the Facilities Manager, Senior Caretaker or DFO.
- Perform litter picking, both inside and outside the buildings, sweeping where necessary and emptying litter bins.
- Carry out a cleaning check prior to the use of premises by users in the evening and at weekends.
- Assist the Facilities Manager and Senior Caretaker in ensuring all drains and gullies are clean and free running.
- Ensure that all pathways are clear of snow and ice and are safe to use.

### **Maintenance and repairs**

- Report any breakages, damage, items in the building or forming part of the building requiring maintenance and repair, to the Facilities Manager or DFO.
- Assist the Caretaker to carry out minor repairs, maintenance work and handyman activities where necessary, (e.g. bulb and tube replacements, window replacement / boarding up, painting, repairing door locks, unblocking toilets and sinks, fitting new toilet seats). This may also include putting together and erecting new sheds or fitting new furniture. Working in conjunction with the Facilities Manager and Senior Caretaker when and where necessary. Where maintenance / repair is outside the scope or ability, to report to the Caretaker.
- Assist the Facilities Manager and Senior Caretaker to monitor and adjust the heating system in the building, ensuring that where possible, energy conservation measures are adhered to.
- Assist when light bulbs/tubes are changed, as necessary and ensure that light fittings are cleaned.
- Assist the Facilities Manager and Senior Caretaker to ensure all taps are activated on a weekly basis and records maintained.



## Materials and equipment

- Observe Health and Safety regulations when handling materials and equipment.
- Monitor rate of use and safekeeping and use of materials and equipment; ensure equipment is kept in good working order.

## Fire, Health and Safety

- Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. Workers must co-operate with the school's management and coworkers to help everyone meet their legal requirements
- Work within Health and Safety guidelines, policies and procedures, always promoting best practice.
- Make recommendations to the DFO and Facilities Manager on health and safety issues.
- Follow formal risk assessments and make informal risk assessments, as required.
- Ensure logs are up to date, waste is disposed of correctly.
- Promptly report any problems in maintaining standards of health and hygiene to the DFO and the Facilities Manager
- Act as a fire marshal as instructed.
- Assist the Facilities Manager in initiating regular fire alarm tests and keeping records.
- Assist the Facilities Manager in initiating regular testing of the water system and keeping records.

## On-site services

- Portage duties and ensure deliveries are distributed and stored as appropriate to ensure that equipment is where required and on time: e.g. reinstate rooms, moving furniture, receiving in-coming goods, layout halls and classrooms for events such as parent meetings, performances and exams.
- Take delivery of goods onto school premises outside normal office hours.
- Carry out routine administrative tasks e.g. incident report forms, delivery advice notes and posting safety notices.
- Play a key role in looking after school pets, e.g. housing, cleaning and feeding, and playing a role in teaching children how to do so.

## General Duties

- To provide general help such as moving and rearranging furniture as required for meetings and events.
- Clean the children's play areas and toys and pump up the balls when required.
- To help with food distribution if/as required.



- To assist on occasion if required, e.g. due to unexpected staff shortages with lunchtime supervisors to help lay out tables in the hall for lunches.
- To check all clocks are functioning in the school and replace batteries if needed.
- To clean the water fountains regularly.
- To liaise with contractors working on the site
- To be based in the reception area when not required at the door to take and pass on phone messages.
- From time to time, go to the bank to support the Finance department in bank deposits.
- Any additional jobs given by the Facilities Manager or Senior Caretaker, commensurate with this role.

### Personal Development

- Maintain an up to date understanding of the requirements of the role and responsibilities.
- Take responsibility for continuing self-development.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.

*Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school as well as taking up references before interview.*

## Person Specification



**Role:** Assistant Caretaker

Section	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	Basic level of general education (e.g., GCSEs including English and Maths)	Relevant vocational qualification (e.g., NVQ Level 1 or 2 in Facilities Services or similar)	Application form Certificates
	Health & Safety awareness or willingness to undertake training	First Aid qualification	Application Interview
	Ability to safely undertake manual handling tasks	COSHH awareness/training	Interview Training records
<b>Knowledge &amp; Experience</b>	Experience of cleaning, maintenance or caretaking duties	Experience in a school or similar environment	Application Interview References
	Basic knowledge of workplace health and safety procedures	Knowledge of building systems (heating, alarms, ventilation)	Interview
	Experience using cleaning equipment and materials safely	Experience liaising with contractors	Application Interview
	Ability to carry out minor repairs and maintenance tasks	Familiarity with risk assessments and compliance procedures	Interview Practical discussion
	Understanding of security procedures (locking/unlocking premises)	Fire safety training	Application Interview



BUTE HOUSE

<b>Personal Qualities &amp; Skills</b>	Reliable, punctual, and flexible approach to working hours	Friendly, customer-focused approach	Interview References
	Ability to work independently and as part of a team	Willingness to undertake further training and development	Interview
	Good communication skills with staff, visitors, and contractors	Awareness of safeguarding responsibilities	Interview
	Strong organisational skills and ability to prioritise tasks		Interview
	Practical problem-solving skills and proactive attitude		Interview Scenario questions
	Physically capable of carrying out manual duties		Interview
	Alignment to the ethos and values of Bute House		Application Interview
	Trustworthy with attention to detail and sense of responsibility		References Interview



## Bute House Values

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues. We offer both a rich and rigorous education, enabling all of our pupils to run their own best race.





## Our Community

### Valuing Every Background

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

### Celebrating Our Diversity

We are proud of our vibrant, inclusive community. We are enriched by our diverse school community; we learn from each other with around 80% of pupils speaking an additional language at home; we celebrate our multiculturalism and are inspired by our different ways of learning: every girl, and every member of staff, runs their own best race here at Bute House! Our colleagues are excellent role models for pupils and each other, and we believe living our values with our individual approach to developing every person in our community is what makes our school so special!

### Community Spirit

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities.  
school culture

### School Culture

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.

## Staff Benefits

- ➔ Collaborative working environment
- ➔ Individualised CPD opportunities
- ➔ Performance linked pay progression
- ➔ Generous employer pension contribution
- ➔ Staff wellbeing programme
- ➔ Free lunch during term time



## Completing the application

Please submit your completed application form to [recruitment@butehouse.co.uk](mailto:recruitment@butehouse.co.uk). In line with safer recruitment requirements CVs will not be accepted.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development.

**Phone Number:** +44 (0) 207 603 7381  
**Email Address:** [recruitment@butehouse.co.uk](mailto:recruitment@butehouse.co.uk)  
**Website:** [www.butehouse.co.uk](http://www.butehouse.co.uk)

