



Thomas's
PUTNEY VALE

Caretaker/ Maintenance Operative

To submit an application please send the completed application form, a copy of your CV and a covering letter to Matt Nicholl, Chief Operating Officer
[c/o recruitment@thomas-s.co.uk](mailto:c/o_recruitment@thomas-s.co.uk)

thomas-s.co.uk



Caretaker/ Maintenance Operative

December 2023

Application Details

Thank you for your interest in the position of Caretaker/ Maintenance Operative at Thomas's Putney Vale.

We are looking to recruit an enthusiastic and talented Caretaker/ Maintenance Operative to join an outstanding team in our new and flourishing, forward thinking and outward looking Senior School.

Hours of work are 7.30am - 5.30pm. Overtime may be required on occasion, for events such as parents evenings, school performances etc, for which they will be remunerated.

An early application is advised. Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

Please note that referees will be contacted prior to the interview.

Salary - £22,500

Holiday - This is a year round position, with 6 weeks holiday, plus bank holidays.

Start date:
December 2023

For further details go to the Thomas's London Day Schools website:

www.thomas-s.co.uk/join-our-team
or email:
recruitment@thomas-s.co.uk

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV to recruitment@thomas-s.co.uk

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The safeguarding responsibilities of the post as per the job description and personal specification.

For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

The Role

Reporting to: Putney Vale Site Manager

Main Responsibilities:

- School bus transport management of access and egress each morning and afternoon. To manage the safety of buses drop off and pick up communicating with bus operators , staff and pupils
- General duty is to assist the Site Manager with any maintenance, grounds-keeping and manual handling tasks that may include, but are not limited to:

General Responsibilities:

- Ensuring the site is tidy
- Ensure play area is clean and tidy
- Sweep up leaves in the playground
- Daily checks of the washroom facilities
- Deliver parcels to the staff room regularly unless instructed otherwise
- Distribute cleaning products of tissues around the classrooms and offices, as required
- Carry out maintenance tasks reporting defect to the site manager, carry out maintenance task instructed by the site manager
- Daily and periodic cleaning of designated areas of the school, building and grounds as necessary
- General portage duties, including the movement of furniture and equipment
- Carry out weekly garden and grounds maintenance under the direction of the site manager
- Handyman duties which may include minor repairs to furniture and fixtures and decorating tasks
- Checking deliveries and invoices, and delivering goods to the appropriate departments

- Assisting the FM with checklists
- Set up rooms for events and support the coordination of the event e.g. assemblies, meetings, functions
- Weekend and evening function duties on rotation with SM
- Stand-in for SM when he is offsite or absent from school, undertaking his duties where possible
- Such other duties which may arise from the use of the premises
- Set up at the Richardson Evans Memorial Playing Fields (REMPF), as required by the Director of Sport
- Be aware of and comply with the policies, procedures, and training relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies 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 children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.



**Be Kind
Be Thomas's**