



Job Description – Early Morning Driver and Caretaker

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.

Summary of the role :	The Driver/Caretaker plays a vital role in the presentation and running of Bertie's Nursery and The Downs School. First impressions are very important when welcoming visitors, prospective and current parents. The Nursery's newly renovated buildings and grounds require significant daily upkeep and should be in prime condition at all times.
Responsible to :	Transport Manager (TM) for driving responsibilities. Facilities Manager (FM) for caretaking responsibilities.
Driver Responsibilities	<p>Drivers are directly responsible to the Transport Manager (TM) who will highlight any changes or additions to the transport requirements for the week. Furthermore the TM will ensure the overall excellent maintenance of the fleet and the continued clean presentation of vehicles by working with the transport team.</p> <p>Collection and Drop Off Several routes are served by the school which include Clifton, Chew Magna, Wrington and Clevedon. The children are expected to be in school by 8.35am and so collection varies in the morning between 7.25 and 8.15am. Drivers therefore work between 7.00 and 9.00am.</p> <p>Health and Safety Being responsible for the safety of those travelling on the minibus, drivers must take every precaution to ensure that the passengers are safe. They are expected to make sure that;</p> <ul style="list-style-type: none"> • all passengers wear a seat a belt, • all passengers remain in their seats as the bus is travelling, • all passengers are reasonably and appropriately behaved, • all luggage is secure and does not represent a danger. <p>The school will provide earnest support in the event of the misbehaviour of any child.</p> <p>Drivers are expected to check that a bus is road worthy before use. All the buses are regularly serviced and are relatively new however, it remains the driver's responsibility to check the vehicle before use.</p> <p>Drivers will make sure that a bus if left clean and tidy after use.</p> <p>Drivers will have a clean licence and will have to pass an assessment by the school's instructor before employment.</p>

	<p>Drivers will abide by the Highway Code. Failure to do so will result in dismissal.</p>
<p>Caretaker Responsibilities</p>	<p>As Caretaker for Bertie's Nursery School, the individual will report to the Facilities Manager (FM) and work closely with the Estates Team.</p> <p>The Caretaker should be able and willing to complete the following tasks as well as other duties which are commensurate with the role:</p> <p><u>External</u></p> <ul style="list-style-type: none"> • Remove, using backpack blower, debris from AstroTurf play area. • Remove debris from pathways and bag up. • Shake out and clean doormat. • Sweep entrance porch. • Wipe paintwork. • Clean curb stones either side of the drive to the end of the car park. • Wipe down signs. • Check and make good trip hazards and alert Facilities Manager. • Check for and make good any damage that the children may have caused the previous day, e.g. chalk on posts, litter. • Check gate latches are secure. • Check for and make good damaged/deteriorating walls. • Check and repair damaged fence lines to ensure child safety. • Visually check trees for any damaged branches and potential hazards. • General weeding and garden maintenance of planted areas. • Check guttering for debris build up and frequently clear. • Mow lawns. • Grit paths to nursery and staff pod in icy weather. • Keep the play area clean and tidy. • Perform daily checks for safety of children's play equipment. • Check and maintain adequate levels of play bark and sand. <p><u>Internal</u></p> <ul style="list-style-type: none"> • Change lightbulbs. • Make safe and report damage to electrical appliances. • Light painting and decorating. • Pick up stocks & supplies from local distributors for team members. • Basic plumbing. Eg changing ball cock and isolating leaks. • Basic carpentry. Eg fixes to play equipment and furniture. • Erect flat pack furniture. • Hang pictures, notice boards and whiteboards etc. with the assistance of others where necessary. • Transport stored goods from shed for use in Nursery. • Monitor and seasonally change time clocks. • Move furniture around site, to assist with the daily running of the nursery. • Check and monitor water and electric meters. • Undertake monthly water temperature checks to comply with the legionella safety policy. • Help transport deliveries into the kitchen.

Managing Resources	<ul style="list-style-type: none"> • Monitor the condition of tools and equipment to maximise their effectiveness and lifespan. • Organise equipment to ensure that the space and resources are employed effectively. • Monitor ongoing issues and find effective and efficient solutions.
Team Working	<ul style="list-style-type: none"> • Where necessary support colleagues in the grounds and maintenance teams in order to ensure that all Estate work is completed. This can include maintenance of the sports pitches and lawns, monitoring the swimming pool conditions, and various routine maintenance tasks. • Alert Facilities Manager if additional manpower on site is required. • Attend regular team meetings. • Attend training events identified for Health and Safety and role enhancement required.
Health & Safety	<ul style="list-style-type: none"> • Take responsibility for compliance with the School's policies with regard to Health & Safety, e.g. use of personal protective equipment • Take immediate action to minimise risks or concerns identified about the School's Estate, reporting the risk or concern immediately to the Facilities Manager, Head of Nursery or Bursar. • Manage the safe storage of substances hazardous to health in accordance with the School's control policies. • Take responsibility for weekly play equipment checks. • Aid the Facilities Managers in keeping logs for fire drills, fire call point checks, emergency lighting checks etc. • Be on site to supervise external contractors performing safety checks and larger building maintenance tasks.
Customer Service	<ul style="list-style-type: none"> • Be alert to the School and Nursery routine and calendar to ensure that works are prioritised in line with events taking place. • Support the staff in projects with pupils. • Greet parents and visitors when appropriate and assist with their visit to the site by alerting the relevant member of staff to their arrival.
Safeguarding	<ul style="list-style-type: none"> • Members of staff will unreservedly promote and safeguard the welfare of children and young persons for whom they are responsible and with whom they come into contact. • Members of staff will employ the 'Whistle Blowing Policy' as described in the Staff Handbook at any time they consider a child to be vulnerable. • Be a key holder and willing to react to security concerns. • Help monitor CCTV and access control software.
Terms	<ul style="list-style-type: none"> • 5 weeks leave (pro rata) which must be taken in The Downs School holidays. • Uniform provided. • £7.83 per hour.

Person Specification

	Essential	Desirable	Measured by
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Clean driving licence. 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Health & Safety qualification 	<p><i>Applicant's certificates</i></p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> • Demonstrable maintenance skills. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <ul style="list-style-type: none"> • Lone working. 	<p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>
Skills	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Ability to carry out jobs listed in job description. • Ability to work to deadlines and to reprioritise when necessary. • Confidence in ability to "get on with the job". 	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Ability to be proactive in identifying tasks. 	<p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge and understanding of customer care. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge and understanding of Health & Safety legislation and the implementation of effective risk assessment 	<p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>

Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Trustworthy. • Flexibility – a willingness to work outside normal routine when necessary • Reliability. • High personal standards of appearance, behaviour and punctuality. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Willingness to reflect on personal practice and a desire to continually improve the standards and appearance of the Nursery. 	<p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>
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EMM/PB
11/10/18