



Job Title: Provision Caretaker (Zero-Hour Contract)

Location: Routes4Life, The Walk, Hornchurch RM11 3TL

Salary: Hourly Rate of £15.63 plus holiday pay £1.89 (APTC4)

Contract Type: Zero-Hour

Reporting To: The Provision Lead and Provision Coordinator (on a day to day basis)

Line Manager: Headteacher

Job Summary

We are seeking a reliable and motivated Provision Caretaker to join our team on a zero-hour contract. This flexible role involves ensuring the smooth operation, safety, and cleanliness of our education provision premises. You will support the provision in maintaining a safe and welcoming environment for students, staff, and visitors.

Key Responsibilities

1. Premises Maintenance

- Conduct minor repairs and maintenance tasks (e.g., plumbing, electrical, carpentry).
- Monitor and report any larger maintenance issues to the provision lead, provision coordinator or external contractors.
- Ensure the provision premises and grounds are well-maintained and free of hazards.

2. Health and Safety

- Perform regular health and safety checks, including fire alarms and emergency exits.
- Respond promptly to security issues, such as unlocking/locking the premises or attending to alarms when required
- Maintain clear walkways during adverse weather, including gritting pathways when required.

3. Cleaning and Waste Management

- Support cleaning staff as required to maintain high standards of cleanliness throughout the provision.
- Manage waste disposal and recycling in accordance with provision policies.

4. Event Preparation

- Assist in the set up and dismantle furniture and equipment for events and meetings.
- Assist with the smooth running of provision activities requiring facilities support.

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.

5. Other Duties

- Provide assistance with deliveries and stock management.
- Undertake other caretaking duties as requested by the provision leadership team.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To complete school based induction and any subsequent training required to improve performance.
- Carry out any other duties as required.

We aim to promote and ensure equality of opportunity and equal treatment for all. Havering Schools are committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. The protection of our students from abuse is the responsibility of all staff within our school, superseding any other considerations. Havering Schools comply with the Department for Education 'Safeguarding Children and Safer Recruitment in Education Settings 2007' guidance and all potential employees will undergo vigorous vetting checks to ensure their suitability.

Rehabilitation of Offenders Act 1974

1. This post is exempt from the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake a satisfactory disclosure.

Person Specification Requirements

- Previous experience in a caretaking, facilities, or maintenance role is desirable but not essential.
 - A proactive and flexible approach to work, with the ability to adapt to changing priorities.
 - Strong problem-solving skills and the ability to work independently.
 - Physical fitness to carry out manual tasks and lift/move equipment.
 - Basic understanding of health and safety regulations.
 - Enhanced DBS clearance (required prior to starting).
 - Availability to work flexible hours, including evenings and weekends, as required.
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