



Estates Technician/Caretaker Job Description

The School

Twyford is a long-established prep school on the outskirts of Winchester. The School is Independent, co-educational, has over 400 pupils between the ages of 2 – 13, and offers boarding for the older children. Further details of the School may be seen on the web site at www.twyfordschool.com

Purpose

All Estate Technicians, working as a team, support the smooth operation of the School using a range of skills. This will involve:

- Pro-active and reactive maintenance
- Efficient operation and maintenance of mechanical and electrical systems
- The movement of equipment and resources
- Completion of a range of health and safety checks
- Ensuring an attractive and safe environment both internally (in buildings) and externally (gardens, grounds and pitches)

Accountability

All Estates Technicians will be accountable to the Bursar through the Estates Manager.

Duties and Responsibilities

Gardening

The team will be responsible for developing and maintaining the courtyards, beds, lawns and wider external environment of the School to a very high standard, making an attractive and safe external environment for all those using the School.

- Carry out gardening duties safely, thoroughly and with the minimum amount of supervision
- Maintain and improve lawns and courtyards to a very high standard
- Maintain and improve the soil in borders and beds
- Design, develop and maintain borders and beds
- Maintain shrubs and climbing plants
- Maintain hard landscaping and play surfaces.

Grounds & Pitches

The team will be responsible for all sports surfaces, maintaining and preparing them to a high standard

- Using appropriate equipment to ensure playing surfaces are ready for a range of sports throughout the academic year
- Maintaining the artificial surfaces for safe play
- Assist with the erection and dismantling of required sports equipment
- Assist with the marking and over marking of sports pitches and running track and field events
- Servicing, repairing and maintaining sports equipment including the adventure playgrounds
- Maintaining, servicing the tools and equipment used on the grounds
- Keeping the grounds and approaches to the School clear of litter and keeping pathways and grounds clean and tidy

Maintenance

- Improve, renovate, maintain and prepare the facilities and physical environment of the School
- Carry out general maintenance and building repairs involving basic plumbing, electrical work, carpentry, decoration and other building skills
- Operate and conduct basic maintenance of gas boilers, heating systems, swimming pool plant and water softeners
- Report defects or required repairs in a timely manner to the Estates Manager
- Work with, and where required, supervise contractors and suppliers on the School site

Health and Safety

- Undertake system and safety tests including fire safety system components, water (Legionella) tests and PAT testing
- Be aware of and refer to the Asbestos register when necessary
- Undertake gritting and clearing leaves, ice and snow from roads and paths.
- Maintain and safely use mechanical equipment, including mowers, tractors, hedge trimmers and strimmers, as well as hand tools.
- Complete risk assessments and method statements when relevant work is undertaken. This will include working at heights, with substances hazardous to health and manual handling.
- Implement safe ways of working at all times.
- Understand and implement the School's Health and Safety policy, security, emergency and fire procedures
- Respond to emergency calls on site

Transport

- Assist with car parking duties as required and direct traffic flow/parking during busy periods
- Drive (if qualified) School minibuses as required

Porter's work

- Move furniture and heavy items in support of School and ancillary activities

- Assist with setting up and dismantling furniture and equipment for special events
- Manage the School's rubbish disposal processes
- Handle deliveries and distribution within the School

Security

- Support security arrangements including the management of keys and locking and unlocking facilities in the morning and evening
- Ensure the security of grounds and maintenance equipment

Safeguarding

- Comply with the safeguarding rules, procedures and training required by the School and legislation

General

- Maintain a tidy and safe tool shed, ensuring all equipment is kept in good order
- Report faulty or damaged equipment or potential hazard identified

It is impossible to list every task you may be required to undertake in this job description and you may be asked to undertake any reasonable duties as may be required from time to time. The team will provide each other with mutual support and will work on projects and specific tasks under the direction of the Bursar and through the Estates Manager. The allocation of work will recognise that you will have a skill set that suits particular tasks but you will be required to support the team by developing a range of skills over time. Team members will view this cross-functional working as an opportunity for personal development and will take pride in supporting the objectives of the School.

Hours of Work

You will be expected to work 40 hours per week. There are three shift patterns,

- (1) 07:30 – 16:30
- (2) 08:30 – 17:30
- (3) 09:30 – 18:30

You will be required to work approximately one Saturday in three or four from 8.00 am until 12.00 Noon. On these weeks you will take 4 hours off in the week. You will be entitled to one-hour unpaid lunch break. Shifts will be allocated amongst the team.

You will be required to work additional hours to assist at specific events throughout the year which may include weekends or evenings. Events include:

- The TPA Grand Fireworks Night
- The TPA Christmas Fair
- The Twyford Extravaganza

You will be given time off in lieu (TOIL) for working these extra hours.

Note: This job description will be reviewed annually.