



(A registered Charity No. 309648)

Caretaker and Maintenance Assistant

Rupert House School, situated in the heart of Henley on Thames, is seeking a Caretaker and Maintenance Assistant to help at our busy and happy school.

The ideal candidate will support the Caretaker where required:

- Support in the maintenance, presentation, and security of the school building and site.
- Open and close premises and grounds to meet the routine and nonroutine requirements of the building occupants.
- When acting as key holder, to attend the site in emergencies.
- Responsible for the general maintenance and cleanliness of the site in order to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.
- Maintain general areas of the building (signage and appearance of the building) including external entrance and car park.
- Carry out any routine and planned maintenance requirements including DIY (i.e. must have good DIY capability).
- Hands-on assistance when required to carrying out setting up stages etc. and other manual labour.
- Carry out Porterage duties including room setups, relocations and deliveries along with any other porterage duties which may arise.
- Prepare for after normal working hours activities, clearing and cleaning up after these activities and preparing the area for normal use the following day.
- Perform occasional non-routine cleaning tasks such as spillages where necessary.
- Carry out routine grounds maintenance e.g. grass cutting, hedge cutting and leaf clearing.
- Work occasional overtime to cover the duties of the caretaker due to sickness, holidays etc.