



Job Description

Post:	Evening/Weekend Caretaker
Salary:	Grade C Pts 3-4 £18,887 - £19,263 (Pro Rata to hours worked)
Reporting to:	Site Supervisor & Community Manager
Hours:	Up to 25 hours per week (Mid-week 4-9pm, Sunday 8.30am-1pm). Job share will be considered.
Contract:	Fixed Term (reviewed annually) – Working all year round, with pro rata holiday allowance
Start Date:	When pre-employment checks are completed

Purpose of Job:

Under the guidance of the Site Supervisor and Community Manager, assist in the effective running of lettings and school events in the evening and weekends and ensure that the site and grounds are secured and well maintained for pupils, staff, visitors and users of the site facilities.

Main Duties and Responsibilities:

- Have responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems are activated accordingly.
- Act as key holder for the site.
- Be a point of contact for users of the facilities and develop and maintain good working relationships.
- Check the facilities and equipment prior to and following lettings ensuring all in good working order and safe and secure.
- Ensure that hirers leave the facilities at the end of their booking in time for the next customer.
- Monitor and control access to the site and prevent unauthorised parking and trespassing.
- Report any health and safety or maintenance issues identified to the Site Manager.
- Accept delivery of goods and materials for distribution and storage.
- Set up desks/equipment for school events.
- Follow the Academy processes and procedures and carry out training as required by the academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the Academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

As part of your wider duties and responsibilities you are required to be committed to, promote and actively support the Academy's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and alerting the appropriate colleagues or Designated Safeguarding Lead to welfare and safeguarding concerns. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.