



**Inspiring Futures
through Learning**

**KEY-HOLDER
JOB DESCRIPTION
Based at Priors Hall – a learning community**

Job Title: Key Holder

Accountable to: Headteacher

Grade: G

JOB PURPOSE

The aim of the Trust is build a community of pro-social, emotionally competent, independent learners.

It is essential that all members of staff respect the confidentiality and integrity of the academy at all times.

As a member of the premises team you will, under the overall direction of the CEO but line managed by the Premises & Facilities Manager, undertake the responsibility for the security of the site either at the beginning of the day (AM) or at the end of the academy day (PM).

AM – It will be your responsibility to open up the site and check for any issues that may have arisen overnight. These should be reported to the Premises & Facilities Manager

PM - It will be your responsibility to ensure that every access to all buildings on the site are locked and alarmed (where applicable) and that all entrance gates to the site are also locked.

You may be asked to cover for the other key-holder in the event of absence.

JOB SPECIFICATION

General Duties

- To open the site each morning in readiness for the staff to commence work
- To close the site daily ensuring that the site is secure when not in use
- When required, open and close the site for out of hours' premises users (lettings), for which you will be paid at the rate applicable on that date.
- To be a nominated key-holder, this may involve you being called out if the fire or burglar alarms are activated or in any other emergency event, this may be during unsociable hours for which you will be paid at the applicable rate.
- To attend training courses and undergo training as necessary.

Maintenance Work

- To report any defects to the Premises and Facilities Manager via the Premises Helpdesk on the Academy Portal (or, in the case of very urgent issues, contact the Site Manager by telephone).

Emergencies

- To liaise as necessary with emergency services including call in, if required and ensure clear access, assisting all emergency services as appropriate (this would usually be in the event of a call-out).

Health and Safety

- To ensure that you observe and comply with Health and Safety Recommendations, in particular the Lone Working Policy.
- To bring to the attention of the CEO, via the Site Manager, any infringement of Health and Safety Legislation by staff members or contractors.

Security of the premises and contents

- In the absence of the Site Manager, ensure that specified access gates are re-opened at the end of the teaching day
- To liaise with Police Services as necessary concerning mis-use of the premises (this would usually be in the event of a call-out).
- To record and report any security incidents.

These duties are neither exclusive nor exhaustive and the post-holder may be required to undertake any other duties, commensurate with their scale and status, as may be reasonably required by the CEO/Premises and Facilities Manager.

Our pupils and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.



PERSON SPECIFICATION

Post Title:	Key-Holder
Grade	Grade G – Points 19 to 22

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications		GCSE English & Maths or equivalent
Experience and Knowledge		Experience of dealing with site security.
Ability and Skills	Good communication skills Able to use IT effectively (internet) Able to maintain confidentiality Ability to work unsupervised and take initiative Ability to work responsively and flexibly to meet the needs of the organisation.	
Equal Opportunities	Ability to demonstrate awareness and understanding of inclusion and diversity and other people's behaviour, physical, social and welfare needs	
Health & Safety	Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures.	
Pre-employment checks and Safeguarding Children	In addition to normal pre-employment checks the post-holder will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and Child Protection Training.	

Working Environment and Physical Effort.

The post-holder will be required to work outdoors (moving around the site) and unsociable hours when required e.g. for call-outs if the alarm sounds.