

Education Site team

JOB TITLE: Evening Assistant Caretaker - Lettings

REPORTS TO: Caretaker/Site Manager

SUPERVISES: Not Applicable

BAND: B

JOB PURPOSE:

To provide a comprehensive support service including lettings supervision, key holding, security and janitorial duties and assist in the general maintenance and cleaning of the School. To be responsible for the facilities in the absence of the Site Manager.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes, Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- Carry out required duties in connection with approved lettings of premises and after school activities, answering queries and providing on-site support.
- Carry out security procedures for grounds, premises, and their contents. The routine and non-routine opening and closing of premises.
- Key holder responsibilities. Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergency situations.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.

Maintenance

- Check building for routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
- Undertake day-to-day maintenance duties, reporting to Caretaker/Site Manager any faults requiring specialist attention. Ensure replacement of light bulbs, tubes, diffusers as required.

Caretaking

- Ensure gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the post holder and being mindful of Health and Safety regulations.
- Ensure footpaths, car parks, shrubberies and paved areas are kept in clean and tidy condition.
- Take delivery of, if appropriate store, laundry, stationery, materials and other goods. Carry out portorage duties within the School.
- Clean boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Site Manager. Periodically de-scale toilet furnishings and showerheads, surfaces and channels. Perform other emergency cleaning required due to accidents, illness, vandalism, building and equipment failure.
- Perform such other duties as reasonably corresponding to the general character of the post.
- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.
- Deal with enquiries from members of staff, contractors and members of the public.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.