

## JOB DESCRIPTION

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | <b>Caretaker/Lettings Coordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Grade</b>           | Southend Scale 4 (£25,989 FTE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Reports to</b>      | Site Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Location</b>        | Chase High School, Westcliff on Sea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Working pattern</b> | <p>Shift patterns worked will be between the hours of -</p> <p>Monday &amp; Friday evenings (17:30 – 21:30)</p> <p>Tuesday to Thursday evenings (17:30 – 22:30)</p> <p>Work during day time hours in the school holiday periods and evenings during the weekend will also be considered based on demand.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Liaison with</b>    | Headteacher, Trust Estates Manager, Site Manager, external clients, cleaning team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Job Purpose</b>     | The post holder will be responsible for providing front of house services and support during external lettings, overseeing all bookings via a centralised online platform. They will ensure the facilities are kept safe and hazard free and are available for use by hirers during the required times of operation. The role will also include general Caretaking duties to support the wider site team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Duties</b>          | <p>Lettings</p> <ul style="list-style-type: none"> <li>• To be the first point of contact for all external lettings using the Sports facilities at Chase High School.</li> <li>• To oversee bookings via the School Hire platform, to include ensuring relevant documents are in place for each hirer.</li> <li>• To respond to requests and queries regarding lettings via the School Hire platform.</li> <li>• To ensure that all Sports facilities are ready and available for hirers to use, which may include setting out equipment &amp; returning it after use.</li> <li>• To advise the Site Manager of any equipment that requires servicing, repairing, replacing.</li> <li>• To oversee any queries and/or requests during lettings.</li> <li>• To complete incident/accident forms if required.</li> <li>• To report back to the TEM any concerns around lettings.</li> <li>• To advise the Site Manager of any building issues within the facilities.</li> <li>• To be aware of and actively oversee processes such as fire evacuation and lockdown of the facility.</li> <li>• To be a keyholder and ensure the site is left safe and secure at the end of each shift.</li> </ul> <p>Caretaker</p> <ul style="list-style-type: none"> <li>• To ensure security of the premises, including but not limited to windows, gates &amp; doors.</li> </ul> |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <ul style="list-style-type: none"> <li>• To report damage/vandalism &amp; repair when able to.</li> <li>• To form part of a callout rota for out of hours alarm activations.</li> <li>• To carry out basic maintenance tasks to include, but not limited to painting, lamp changes, installing notice/white boards, laying floor tiles &amp; any other tasks within capabilities.</li> <li>• To carry out portering tasks such as moving exam desks, setting up meeting rooms, delivering parcel, laying out chairs for assembly/events.</li> <li>• Ensuring all external areas are clear of litter, weeds &amp; debris.</li> <li>• During inclement weather, ensure site is safe and accessible.</li> <li>• Carry out basic cleaning tasks if cleaners are not on site i.e., clearing up spillages.</li> <li>• To host contractors when necessary.</li> <li>• Ensure the School minibuses are inspected regularly.</li> <li>• To act as a first aider for the School.</li> </ul> |
| <b>General</b>      | <ul style="list-style-type: none"> <li>• Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the Trust's Equality Policy.</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post-holder may be required by the TEM to undertake appropriate duties within the context of the job, skills and grade.</li> </ul>                                                                                                                                                                                                                                                                                                                         |
| <b>Safeguarding</b> | <ul style="list-style-type: none"> <li>• All Trust staff must adhere to the DET Safeguarding and Child Protection Policy and associated procedures, including engaging in annual safeguarding training.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Lone Working</b> | <ul style="list-style-type: none"> <li>• Please note that this post will involve some periods of time as a lone worker.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## PERSON SPECIFICATION IT TECHNICIAN

|                                        | Detail                                        | Examples                                                                                                                                                                                        |
|----------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Successful experience working within a community lettings, sports or school facility. It would be desirable to hold a first aid qualification.                                                  |
|                                        | Knowledge of relevant policies and procedures | Good knowledge of Sports facility procedures<br>Working knowledge of general Health & Safety guidance.                                                                                          |
|                                        | Literacy                                      | Ability to communicate professionally and eloquently both verbally and in writing.                                                                                                              |
|                                        | Numeracy                                      | Good numeracy skills                                                                                                                                                                            |
|                                        | Technology                                    | Competent in working with IT systems, including Word, Excel and online booking platforms.                                                                                                       |
| <b>Communication</b>                   | Written                                       | Ability to write professional emails                                                                                                                                                            |
|                                        | Verbal                                        | Ability to use clear language to communicate complex information unambiguously<br>Ability to listen effectively<br>Able to provide clear handover instructions to job share / next shift worker |
|                                        | Languages                                     | Overcome communication barriers with children and adults                                                                                                                                        |
|                                        | Negotiating                                   | Ability to negotiate effectively with adults and children                                                                                                                                       |
| <b>Working with others</b>             | Working with partners                         | Ability to make a proactive contribution to the work of the team                                                                                                                                |
|                                        | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children and other adults                                                                                           |
|                                        | Team work                                     | Ability to work effectively with a range of adults<br>Ability to make a distinctive contribution to the work of a team                                                                          |
|                                        | Information                                   | Ability to provide timely and accurate information                                                                                                                                              |
| <b>Responsibilities</b>                | Organisational and problem solving skills     | Excellent organisational skills<br>Ability to remain calm under pressure and use initiative to problem solve                                                                                    |
|                                        | Line Management                               | N/A                                                                                                                                                                                             |
|                                        | Time Management                               | Ability to plan and manage own time effectively                                                                                                                                                 |
| <b>General</b>                         | Equalities                                    | Awareness of and promotion of equality                                                                                                                                                          |
|                                        | Health & Safety                               | Excellent understanding of Health & Safety legislation and procedures relating to                                                                                                               |

|  |                                 |                                                                                                                    |
|--|---------------------------------|--------------------------------------------------------------------------------------------------------------------|
|  |                                 | specialist area<br>Ability to advise others                                                                        |
|  | Child Protection                | Understand and support child protection procedures<br>Undertake required Safeguarding training                     |
|  | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality                                                  |
|  | CPD                             | Demonstrate a clear commitment to develop and learn in the role<br>Ability to effectively evaluate own performance |