

Job title	Lettings Caretaker (non-pool)
Job type	Casual contract
Job hours	Weekend and out of school hours only
Pay grade/Scale	OUTL2, Points 3-4 (£29,560-£29,982)
Location	Astrum Academies (Redbridge area)
Responsible to	Estates & Facilities Manager (E&FM)

Job purpose

The Lettings Caretaker will report to the Estates & Facilities Manager and will be responsible for holding keys to the Trusts sites, opening/closing the facilities and managing bookings/equipment.

The successful candidate will facilitate community lettings and display a high level of responsibility, reliability, organisational and communication skills. The role will mainly involve working weekends, with some evenings and school holiday periods where lettings are available and so a flexible working hours' approach is essential.

Duties and responsibilities

- Holding keys to the premises.
- Opening the premises before scheduled bookings and ensuring safe and secure closure of the venue at the end of a scheduled booking.
- Ensure you are aware of the fire exits, procedures and protocols
- Act as point of contact in case of emergencies
- Maintaining equipment.
- Ensuring facilities are clean, tidy and presentable before any bookings.
- Basic cleaning after events as required.
- Undertake emergency cleaning tasks.
- Liaise with cleaning company or other contractors as needed.
- Checking the facilities after any bookings to ensure they have been left at the expected standard and resolving any issues.
- Identify defects and identify, record repair and maintenance requirements.
- Providing First Aid equipment in the event of an accident.
- Delivering excellent customer service at all times.
- Available to show clients around the facilities.
- Resolving customer queries or complaints.
- Ensure you are compliant with the school/trust's policies.
- Other duties within the competence of the post holder, as may be reasonably required by the company.

Security

- Lock/unlock school buildings and areas.
- Monitor access to building
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Undertake lettings and carry out associated clerical tasks where necessary.
- Provide emergency access to the school site.

Resources

- Create and maintain a purposeful, orderly and productive working environment.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

Organisation

- To be a trained First Aider – training will be organised.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Monitor & manage stock, cataloguing resources & undertaking audits as required.

Responsibilities of all staff

- All employees are expected to comply with the Code of Conduct for Employees, School policies, their conditions of service, and appropriate legislation.
- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote and ensure own health and safety, as well as that of colleagues, pupils and the public (in accordance with appropriate health and safety legislation) at all times. All employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards in the appropriate way.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

Other Requirements

- You must have an up-to-date Enhanced DBS Disclosure which the trust will apply for, on your behalf, if you are appointed to the role
- Present a positive, professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- The trust is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment

Person specification

Criteria	Qualities
Qualifications and Experience	• Handyperson experience (desirable) • Caretaking/site-keeping experience in a school or similar environment (essential) • Willingness to undertake training (essential) • Good numeracy/literacy skills / GCSE (or equivalent) Maths and English (essential) • NVQ 2 OR equivalent qualification (desirable) • Driving License - Manual (essential)
Skills and Knowledge	• Basic ICT skills relevant to post (Windows and Microsoft Office applications) or willingness to develop as well as other specialist equipment/resources. • Working knowledge of relevant policies/codes of practice/legislation. • Knowledge and understanding of Health & Safety procedures and precautions. • Knowledge and understanding of COSHH regulations. • Knowledge and understanding of moving and handling procedures. • Willingness to participate in development and training opportunities. • Ability and motivation to work on own initiative as well as part of a team.
Personal Qualities	• A friendly and positive attitude. • Ability to relate well to children and adults. • Self-motivated and conscientious. • Good attention to detail. • Trustworthy and honest disposition. • Willingness to promote and safeguard the welfare of children and young people within the school.