

Bettridge School

Job Description



Name

Post Supply Lettings Caretaker

Grade Grade 2, point 3

Special Conditions

- Part-time, hours as per Statement of Particulars, 52 weeks per year.
- Flexible working hours are required on occasions throughout the year to suit the requirements of the school (including cover for absence, if necessary, on evenings and weekends).
- Any additional hours to be worked by agreement with the Headteacher, School Business Manager (SBM) or Site Manager.
- Holiday entitlement is pro-rata based on actual working hours plus bank holidays (based on full-time being 25.5/30.5 days per year). Holidays are to be taken by agreement with the Site Manager taking into account specific periods where a member of the Premises team must be on site.

Relationships

The post holder is responsible on a day to day working basis to the Site Manager and SBM.

Principal Contacts

Headteacher, SBM, Site Manager, School Staff, Community Users of the Facilities.

Purpose

Under the direction of the Site Manager, carry out lettings, ensuring they are appropriately serviced in accordance with the school's policy. To undertake opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.

Supply Lettings caretakers are required to support the premises team where necessary, with the ability to respond flexibly to changing priorities and changes in routine.

The school caters for children of all ages with a wide range of special needs and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

Main Duties and Responsibilities:

Security of Premises

To have overall responsibility for the supervision of the school premises including:

- Locking and unlocking of the premises
- Carrying out security checks, including the site perimeter and frequent irregular patrols of the school grounds
- Operation of fire, safety and security systems
- Responding to emergencies affecting the school premises
- Attention to security is very important to ensure there is no unauthorised access during the hire period

Swimming Pool:

- Cleaning of pool surround, changing rooms, etc. to ensure that a high standard is met
- Removing and replacing cover daily to ensure energy conservation
- Carrying out routine testing
- To maintain a safe and clean environment in all pool areas through regular poolside and changing room cleaning and drying during the day
- To carry out regular swimming pool chemical level checks as instructed
- To carry out routine swimming pool maintenance including backwashing and pool vacuuming as necessary

Other Janitorial and Support Duties:

- To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team
- To become familiar with and proactive in the use of the scrubber drier and carpet cleaning machines
- Moving furniture as requested, within Health & Safety guidelines, eg. setting out and clearing away chairs and tables for Soft Play hirers or those hiring other areas
- Cleaning carpets in classes and other communal areas as requested by the Site Manager
- Ensure any Health and Safety issues are reported to the Site Manager or SBM

- Ensure safe working practices and the correct use of plant and equipment at all times
- Safe storage of all cleaning and COSHH materials
- Contributing to risk assessments
- Other duties arising from the use of the premises

General:

- Carry out emergency cleaning duties arising during the day
- Carry out regular visual checks on condition of static play equipment, for eg. Soft Play room
- Where necessary ensuring that main entrances and paths are clear of snow by applying salt. Being aware of where salt bins and equipment is stored.
- To maintain a highly visible, friendly and approachable presence during lettings
- Trouble shoot problems as they arise

Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the schools ethos and values
- To present high standards of personal appearance in accordance with the schools ethos and values
- To promote a favourable image of Bettridge School to all building users

This job description is not necessarily a comprehensive definition of the post and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as the Headteacher, SBM or Site Manager may require. It may be reviewed annually or earlier, if necessary, and may be subject to modification or amendment after consultation with the post holder.

The post holder may be required to undertake training as necessary, such as the Pool Plant Operators course, etc.

Signed

Date



Bettridge School

Supply Lettings Caretaker – Person Specification

Essential requirements:

- The ability to work effectively independently
- DIY experience at the level of minor maintenance
- To respond quickly and effectively to emergencies or disruptions
- Willingness and ability to liaise and communicate effectively with colleagues and external providers
- Experience of working as part of a team and willingness to do so
- Commitment to supporting the schools aims and objectives
- Must enjoy working as part of a team, be adaptable and supportive of colleagues and be able to work independently
- Willingness to undertake necessary training
- Enhanced DBS

Desirable qualities and skills:

- Experience in carrying out caretaking duties

Personal Attributes:

- Have good interpersonal skills and the ability to build and form good relationships with pupils, colleagues and other professionals
- Have a good work ethic
- Effective in working within busy, demanding environments with conflicting demands
- Evidence of excellent attendance and punctuality record
- Be trustworthy, dependable and honest
- Be physically fit and healthy
- Have a high standard of professional pride
- Maintain confidentiality
- Have a good sense of humour