

Job description

<u>Job title</u>	Casual Caretaker / Lettings Officer	<u>Grade</u>	LBR3 Pt.14 £9.76 per hour (as & when required)
<u>School</u>	Wanstead High School		
<u>Hours / Weeks</u>	Part-time-Days, evenings and weekends as required across 52 weeks a year.		
<u>Reports to</u>	Site supervisor		
<u>Purpose of job</u>			
<p>Under the direction of the Site Supervisor, the casual caretaker/lettings officer will assist to carry out a range of duties to ensure safety, security, maintenance and cleanliness of the site and premises.</p> <p>To provide an efficient lettings service on evenings and weekends and to organisations hiring the school premises. This service is aimed at meeting the needs of all the users of the school premises for lettings purposes taking into account of the needs of pupils, teachers, support staff, parents, visitors and members of the community.</p> <p>The post will also involve assisting with the following duties: -(i) Site Security (ii) Cleaning (iii) Heating (iv) Setting up various venues for lettings and school use. There may also be the opportunity to work additional hours during the school week in order to meet the needs of the school and to cover lettings administration.</p>			
<u>Main duties and responsibilities</u>			
Duties and Responsibilities			
<p>The post holder is the point of contact for school lettings and must, at all times, carry out his or her duties and responsibilities in accordance with the aims of the school and in such a manner as to enhance the good reputation of the school.</p>			
A SECURITY			
<p>When on duty to ensure the school premises and equipment are safe and secure at all times by: -</p> <ul style="list-style-type: none">• Opening and securing/closing school premises at times agreed.• Reporting breaches of security.• Reporting cases of illegal entry to the police.• Securing value• Ensuring external/internal security lights are operating.• Preventing trespass, including challenging identity of unknown persons.• Ensuring that unauthorised parking of vehicles does not occur.• To be “on call” during working hours on the school premises and to carry a radio to assist location when needed. Move to main section			
B CLEANING			
<p>To assist in the cleaning of the school and grounds.</p> <ul style="list-style-type: none">• To assist in the general cleaning of the school and removal of rubbish.• To ensure that graffiti, spillage, vomit and other bodily excretions etc., are removed promptly.• To ensure that toilet paper and soap are replenished as appropriate and that toilets and other areas are kept clean.			
C LETTINGS			
<ul style="list-style-type: none">• To ensure that premises are in a satisfactory state prior to the letting.			

- To be on the premises to meet the hirer.
- To inspect the premises after lettings, reporting any incidents of damage.
- To reinstate any hired area to ensure that classrooms and all areas are ready for normal school use.
- To help set up any equipment needed during the letting.
- To carry out security patrols needed during the letting.
- To undertake normal caretaking duties listed in other sections of this job description during the whole of the period of hire

E PREMISES MAINTENANCE

As required to cover the following responsibilities:

- To carry out minor repairs.
- To arrange access for contractors and service engineers.
- To clear dustbin area.
- To clear snow and ice and spreading salt on paths around the school during inclement weather.
- To empty litter bins.
- To keep all areas of the school grounds and buildings free from litter,
- To dispose of unwanted materials, furniture and equipment as necessary.
- To ensure lights are in good working order, carrying out light bulb tube and light cover replacement if necessary.
- Ensure efficient use of lights and to save energy where possible.

F PORTERAGE

- To distribute goods and equipment to various locations around the school.
- To move and set up furniture and equipment.
- To cover for absence of caretaking colleagues.

G HEALTH AND SAFETY

- To carry out risk assessments as required.
- To check trailing leads and cables.
- To report any dangerous or hazardous occurrences, taking appropriate action.
- The above tasks and any additional tasks to be undertaken in compliance with the school's Health and Safety Policy.

H LETTINGS ADMINISTRATION

- To carry out administration duties with regards to lettings as required.

General

- To attend and participate in relevant meetings, training and other learning activities as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and lettings, reporting all concerns to an appropriate person.
- To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- To be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager or Headteacher that are broadly within the grading level of the post and the competence of the post

holder.

- To comply with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence.
- To comply with the IT acceptable use policy, other practice guidelines and the rules and protocols defining employees' access to and use of the School's databases and systems. Any breaches could result in disciplinary measures and cessation of employment.
- To take responsibility for continuing self-development and participating in training and development activities. To participate in the on-going development, implementation and monitoring of the school plans and support and contribute to value for money, service efficiencies and improvements.

Person specification

Job Title	Casual Caretaker / Lettings Officer	Grade	LBR 3, Point 14 £9.76 per hour
School	Wanstead High School		

L = assessed through application	I = assessed through interview	R = assessed by references	E = Essential D = Desirable
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Qualifications Knowledge, Skills and & Experience				
Sound general education.	L	I	R	E
A qualification in English Language to at least GCSE at grade C or above				

Knowledge & Skills				
• To be able to communicate effectively both orally and in writing.		I		E
• Ability to use relevant equipment	L			E
• Ability to relate well to children and adults				E
• Some experience of general maintenance;	L	I		
• Knowledge and understanding of how health and safety regulations and hygiene procedures apply to the school.	L	I	R	E
• High level of customer service awareness and practice	L			E
• Able to deal with a variety of situations simultaneously	L	I	R	E
• Good organisational skills	L			E
• Able to negotiate with hirers	L	I	R	E
• Ability to supervise the duties of contractors.	L	I		E
• Equal opportunities awareness of and commitment to school equal opportunities policy	L	I		E
• Understanding of how Disability Discrimination legislation impacts on the school.	L	I		E
• Ability to work hard, meet deadlines, prioritise appropriately, maintain calm disposition	L			E
• Ability to work as part of a team and form good relationships with other colleagues.	L			E
• Ability to carry out emergency repairs and security duties as identified in job description.	L			E
• Ability to work with minimal supervision and to given	L			E
• Reliable and trustworthy, self-reliant, common sense	L	I	R	E
• Willingness to participate in development and training opportunities	L			E

Safeguarding

Motivation to work with children and young people.		I	R	E
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.		I	R	E
Emotional resilience in working with challenging behaviours.		I	R	E