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**Role Profile**

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|  | **Service:** | **Education** |
|  | **Location:** | **Underhill School and Children’s Centre** |
|  | **Job Title:** | **Assistant Caretaker - Lettings** |
|  | **Grade:** | **D** |
|  | **Reports to:** | **Headteacher/s, Site Manager, School Business Manager** |
|  | **Hours of work:** | **As and when required – flexible shifts evenings and weekends** |

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| **1. Purpose of Job:** * This role has particular focus on supporting the hiring of the school to various external groups and for out of hours school events.
* The caretaker is expected to be alert to potential security or buildings issues and to keep the Site manager informed
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**2. Key accountabilities/duties/responsibilities:**

* During the letting of premises to hirers represent the school and ensure that the event runs efficiently, safely and in accordance with the booked times. Monitor the event to make sure the nature of the activity is as agreed with the booking
* Ensure that the booked facility is set up in a way appropriate to the letting. Clear away afterwards and reorganise as necessary to suit the school’s next use of the space
* Be available to answer queries raised by the hirer
* Liaise with the Lettings Co-ordinator, Site Manager and School Business Manager
* Open and close the school premises as required by the Executive Headteacher
* Set and un-set alarms
* As and when required carry out emergency cleaning and from time to time carry out other cleaning duties
* Ensure all playground areas, steps and walkways are swept clean and clear of snow/ice: grit areas when required when on duty
* Remove any build-up of rubbish whilst on duty
* To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
* Have a good working knowledge of general Health and Safety issues in and around a school environment and undertake training as required
* Identify safety risks and report to the Site Manager taking any immediate action as appropriate
* Other caretaking tasks as reasonably required by the Site Manager

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4.** **Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**PERSON SPECIFICATION**

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| **Service:** | **Education** |
| **Location:** | **Underhill School and Children’s Centre** |
| **Job Title:** | **Assistant Caretaker - Lettings** |
| **Grade:** | ***D*** |
| **Post No.:** |  |
| **Reports to:** | **Headteacher/s, Site Manager, School Business Manager** |

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| **Knowledge, Skills, Training and Experience**  |
| * Good level of numeracy/literacy skills
* Willingness to undertake training and attend courses as required Ability to prioritise a busy workload
* Awareness of Health and safety issues
* Good interpersonal and oral communication skills
* Knowledge of maintenance of swimming pools is desirable
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| **Personal Qualities and Attributes** |
| Works within and complies with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline etc* Use of initiative to deliver effective caretaking support as part of a team
* To be self-motivated and responsible when working alone
* To be organised and able to follow instructions
* To be flexible and willing to react to unexpected events
* Resilience, calmness under pressure and a sense of humour
* To be a polite, friendly face of the school to external hirers and visitors
* Strength and energy to cope with the physical demands of the job e.g. moving furniture
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