



## Lettings Caretaker Job Description

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p><b>Summary of the role:</b></p>	<p>To promote the ethos and well-being of the School in particular with regard to neatness, cleanliness, orderliness, presentation and attractiveness of the premises.</p> <p>Working hours will be dependent upon the lettings that have been booked, normally between the following times:</p> <ul style="list-style-type: none"><li>Mon to Fri 4pm to 10pm</li><li>Sat 1pm to 10pm</li><li>Sun 10am to 10pm</li></ul> <p>Work location: at our main site - 54 Eaton Rise, Ealing, London W5 2ES</p> <p>Pay will be based on an hourly rate and the number of hours worked.</p> <p>The Lettings Caretaker is to be on site for the duration of their shift and is not permitted to leave site unless their line manager gives permission.</p> <p>Holiday entitlement will be paid based on the hours worked.</p>
<p><b>Reporting to:</b></p>	<p>Estates and Minibus Manager</p>
<p><b>Line management responsibility for:</b></p>	<p>N/A</p>
<p><b>Main Duties and Responsibilities:</b></p>	<ol style="list-style-type: none"><li>1. Open and secure the buildings in the morning and/or evening, checking all evacuation routes and emergency exits are clear. Always make a note of any problems or damage and report them to the Line Manager. Locking up of the site can be at late hours.</li><li>2. Operate security alarms and be a key holder for the premises.</li><li>3. Unlock, open, close and lock gates as required. Maintain security being vigilant for any strangers or visitors on the site and checking their identity. Site access points are only</li></ol>



# ST BENEDICT'S SCHOOL

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	<p>to be open if they are supervised. Supervise gates when required as a visible presence actively communicating with visitors.</p> <ol style="list-style-type: none"><li>4. Operate fire alarms and carry out set duties during evacuations.</li><li>5. Operate equipment as required such as flood lighting.</li><li>6. Be a first aider.</li><li>7. Prepare for all events taking place and fully co-operate with staff and letting representatives who are responsible for the event. This will involve locking the premises at late hours, moving furniture and equipment before and then back to its usual position before it is next needed and switching lighting and heating on and off as required. The caretaker on duty for an event is responsible for the set up, cleanliness and presentation of the site and they must make regular checks of this prior and during the event.</li><li>8. Provide access for approved lets, oversee their use and lock up as required. Lets must follow the security arrangements that are in place.</li><li>9. Keep areas free from litter. Empty bins, clear up spillages or sickness and carry out cleaning as required.</li><li>10. Undertake any necessary action as directed in the event of bad weather or emergency e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, removal of graffiti etc.</li><li>11. Work with grounds, caretakers, maintenance, cleaning and catering staff and contractors.</li><li>12. Work with the other caretakers in covering shifts.</li><li>13. Keys are to be kept secure at all times.</li><li>14. Report any accidents, incidents or near misses.</li><li>15. Ensure that all Health and Safety requirements are followed including lone working procedures, manual handling, wearing personal protective equipment, safe storage of chemicals and equipment etc. Attend training as needed to effectively carry out your duties.</li><li>16. The essence of working within any successful team revolves around enthusiasm and willingness to co-operate wherever necessary within the team. The above points outline the principal duties involved. Carry out other duties as reasonably required or requested by the Facilities Manager or other senior members of staff.</li></ol>
<b>Safeguarding responsibilities</b>	Promote and safeguard the welfare of children and young persons with whom you come into contact.



Person Specification			
	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed.</i>	<b>Desirable</b> <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Must be able to demonstrate literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Hold a full driving licence (including category D1 test if licence issued after 1 January 1997)</li> </ul>	<i>Production of the applicant's certificates.</i>  <i>Discussion at interview.</i>  <i>Independent verification of qualifications.</i>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of relevant work</li> </ul>	<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative</li> <li>Able to work at height</li> <li>Physically fit as role includes lifting and carrying</li> </ul>		<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Previous experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of relevant work</li> </ul>	<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>



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<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"><li>• Attention to detail</li><li>• Professional manner</li><li>• Good communication skills</li><li>• Polite and helpful</li><li>• Reliable</li></ul>		<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
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