



LETTINGS OFFICER JOB DESCRIPTION

Please note, also the Job Description is that of a Caretaker please see below for specific duties relating to this role:

JOB OUTLINE

- To cover school lettings out of school hours including occasional weekends.
- To ensure the security of the school premises and site.
- To ensure a safe working environment; as directed.

KEY RESPONSIBILITIES

- Undertake lettings and carry out associated tasks, in line with lettings policy and procedures.
- Maintain a highly visible, friendly and approachable presence during lettings and out of hours' school events.
- Ensure that buildings, site and resources are secure, carrying out security checks including the site perimeter and frequent patrols of the school ground.
- Locking and unlocking of buildings at pre-determined times.
- Keep records relating to maintenance and security.
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.
- Cleaning of designated areas of the school building and grounds according to instructions.
- Undertake general portage duties including moving furniture to set up for exams and schools events, moving of equipment and deliveries within school.
- Undertake minor repairs (i.e. not requiring qualified craftsman) such as painting and maintenance of the buildings and site.
- Operate systems such as heating, cooling, lighting and security (including CCTV, security alarms and fire alarms).
- Receive deliveries to the school site.
- Collect and assemble waste for collection.
- Respond to emergencies affecting the school premises, troubleshooting as they arise.

OTHER

- First Aider
- Act as a designated key holder, providing emergency access to the school site if required.
- To treat all students, parents, staff, visitors and contactors with care, consideration and courtesy in accordance with the school's ethos and values.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check.

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