



## CARETAKER/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 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 caretaking 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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