**JOB DESCRIPTION**



Job Title: Lettings Caretaker (Evenings)

Reports : Site Manager

Current Grade: Kent Range 5, £15,306.80 actual (£20,595 full-time equivalent)

Hours: 27.5 hours per week (all year round)

 Monday to Friday - 5:00pm to 10:30pm

Job Holder’s Name: Vacancy Date: November 2022

1. **Purpose of job**

 To supervise community lettings which take place within the swimming pool, sports hall, school halls, classrooms and on the external multi-use games area throughout the year. This will involve evening working plus the opportunity to occasionally cover for absent site staff.

2. **Duties & Responsibilities**

You will be required to oversee the lettings, reinstate the area used and lock the school at the end of the letting.

Specifically, the role will involve being the first point of contact within a busy lettings facility, greeting customers, setting up equipment where necessary and providing assistance should any issues arise. Alongside this, the role will involve being responsible for the security of the site, maintaining health and safety standards and reporting any issues to the site team.

Where there is capacity the Site Manager will allocate minor repair, maintenance and grounds work, taking into consideration lone working conditions.

3. **General**

* Allow users entry to the facilities
* Greet customers and provide a good customer service
* Set up equipment (chairs/tables/etc) as required
* Report any premises issues to the site staff as appropriate
* Secure the site (opening and closing procedures) as well as maintain security during open hours.
* Act as the on duty member of staff and resume responsibility for taking action in the event of an emergency in line with school procedure and training.
* Monitor the cleanliness of all areas which have been used during the letting. All areas should be in a neat and tidy state at the end of the activities and the post holder should personally do any supplementary cleaning during the course of the activity to ensure that this is the case
* The post-holder will have keys to most of the school and will be entrusted with the security alarm codes. These should be kept confidential at all times.
* From time to time there will be site/equipment repairs, maintenance and grounds work. These requests would be based on the clear understanding that the post-holder is not expected to undertake any work for which they have not been trained or qualified for or which would not be deemed safe or practical for any individual to undertake during lone working hours.
* The post holder will abide by the Health & Safety at Work Act (1974) and other associated legislation. Therefore, it is the post-holder’s responsibility to take reasonable care for the health, safety and welfare of him/herself and other employees in accordance with legislation.

**Agreed by: Approved by:**

Sharon Pritchard, Headteacher