



**Founded 1881**

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Simon Langton Grammar School for Boys, Langton Lane, Nackington Road, Canterbury, Kent CT4 7AS

**Caretaker**

**Responsible to** Estate Manager/Assistant Estate Manager

**Salary** KR5

**Hours of Work** Part time - 21 Hours per week, 52 Weeks per year, including some weekends and evenings. Hours to be worked during the following periods 6am – 10pm Weekdays and 8pm – 6pm Weekends on a rota basis.

**Job Purpose**

To provide general security and maintenance of the school site and premises, to include porterage, minor repairs and key holder duties. To represent the School out of hours by overseeing lettings of the premises for sports and events as detailed by the hirer.

**Specific Accountabilities**

* Maintain the general school premises, furniture and fittings and reporting any issues.
* Driving and basic maintenance of the minibuses.
* To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
* To undertake a range of basic handyperson duties as directed by the Estates Manager to contribute to the maintenance of the school premises and its furnishings
* Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.
* To ensure that internal and external areas are clean, tidy and any rubbish removed, including litter picking, disposal of waste, cleaning up spillages and gritting. Report any issues back to The Estate Manager
* To ensure that the school buildings and equipment are kept in good order and report any issues back to the Estate Manager.
* Adhere to H&S regulations and working safely – Reporting any issues or concerns back to the Estate Manager
* To communicate with the Estate Manager/Assistant Estate Manager with any issues arising during the shift.
* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, COSHH and reporting all concerns to an appropriate person.
* To meet and greet hirers, welcome them to the school and show them the facilities and to check on hirers to ensure they have everything they need.
* To prepare rooms being used for hire; including setting up, cleaning and breaking down of equipment.
* To ensure the correct footwear is worn on the 3G pitch.
* To set out/put away furniture for school events, and undertake general porterage as required by the Estates Manager
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher