



The Priory School, Shrewsbury

JOB DESCRIPTION

Title of Post:	Weekend Caretaker
Post Status:	Permanent
Working Year: Hours:	52.14 weeks per year 16 hours per week
Salary Scale:	Grade 5 SCP 14-17
Responsible to:	Site Manager

GENERAL INFORMATION

The Weekend Caretaker will be responsible for site security on a Saturday and Sunday as well as being required to set up and oversee all weekend lettings. The Caretaker will also be responsible for ensuring the site is safe for users and undertake general maintenance duties within the school.

RESPONSIBILITIES

External Lettings

- Provide excellent customer service to all external letting customers.
- Be responsible for the setting up of rooms and all external clients requirements are met
- Ensure all booked letting rooms and toilet areas are presentable and prepared for clients when required
- Ensure all pre-booked refreshments are made available
- Assist clients who have requested the use of microphones or IT equipment
- Liaise with Letting Clients instructing emergency procedures and ensuring clients have hired equipment etc.

Security

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Operate alarm systems where appropriate

Maintenance

- To carry out decoration programme as agreed with the Site Manager
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains when required.
- Carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Site Manager/Operations Manager when required
- Report any defects and record repair and maintenance requirements.
- Collect and assemble waste for removal if required.

- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.

General

- Comply with Health and Safety policies and procedures at all times, including lone working.
- Promote and ensure the health and safety of all visitors to the school site at a weekend.
- Be aware of and comply with policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/ work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

I accept the appointment on the terms outlined in the variation to contract letter.

Signed Date
Staff Member

Signed Date
Line Manager