



Title of Post:	Evening Caretaker
Salary Scale:	Grade 4 Scp 11 (£8.8157)
Hours:	22.5 hours (Monday - Friday 5.30pm - 10pm)
Responsible to:	Site Manager
Notice Period:	1 month

The Evening Caretaker is required to undertake the setting up and overseeing of lettings and client liaison duties.

GENERAL INFORMATION

- Provide excellent customer service to all external letting customers.
- Ensure all rooms are prepared and presentable appropriate for external lettings requirements
- Willingness to participate in development and training opportunities
- Knowledge of Health & Safety procedures and precautions.
- Provide security services on school site & premises.

TASKS

Lettings

- Be responsible for the setting up of rooms for external clients and school events
- Ensure all booked letting rooms and toilet areas are presentable and prepared for clients when required
- Ensure all refreshment requirements are made available
- Be responsible for setting up and overseeing audio/sound systems when required by clients
- Ensure timely and accurate preparation and use of specialist equipment/ resources/ materials are available when required
- Liaise with Letting Clients, instructing on emergency procedures and assisting when required

Security

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

Cleaning

- Carry out general cleaning duties to include;
 - Emptying and cleaning of bins,
 - Wiping and straightening furniture,
 - Wiping ledges, pipe, paint work, doors and polishing glass
 - Moping and spraying hard floors,
 - Vacuuming
 - Cleaning toilets including sanitary fittings and surrounds
 - Replenish janitorial supplies in toilets
 - Periodic cleaning of windows
 - Checking and closing windows and turning off lights after work
- Use electrical cleaning equipment as appropriate.
- Ensure the safe use of all machinery, equipment and chemicals.

RESPONSIBILITIES

- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, 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.
- Liaise with your line managers & attend all 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.

Name

Signed Date

Evening Caretaker

Signed Date

Site Manager