



## Job Description - Evening Caretaker

### Responsible to - Estates Manager

#### Purpose of the Job

Responsibility for ensuring the site is locked and secured each evening. This role will be the main contact for all out-of-hours lettings.

#### Principal Duties and Responsibilities

- To take responsibility for ensuring the site is locked and secured each evening
- To ensure all doors and windows are secured and all lights, teacher boards and heaters are switched off after use
- To follow correct procedures for setting the alarm system
- Carry out all necessary checks to ensure fire alarms, extinguishers and related equipment
- Ensure all appropriate records and documentation are kept in accordance with regulations and as directed by the Estates Manager
- To report emergencies in the case of faults with gas, electric and water supply to your line manager, or where not immediately available, contact the relevant parties
- Undertake the responsibility of keyholder as required and be on the alarm call out rota
- Duties in connection with evening, weekend or holiday events, including school functions
- To attend to, those who hire the facilities or contractors attending out of hours
- Carry out general caretaking duties as required by the Estates Manager

#### General Responsibilities

- Be aware and comply with policies and procedures relating to child protection, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to the school Health and Safety Policy including risk assessment and safety systems
- To adhere to the School Policy on Equality and Diversity
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required
- Support school events as and when required
- Undertake similar duties commensurate with the level of the post as required by the Estates Manager/Headteacher

The above is not exhaustive, but gives guidance to the post-holder and line managers as to the expectation of the post. The high standard of presentation of the estate and its buildings is an essential element of this position. The confidence that visitors to the School can arrive at any time and be impressed by the environment is paramount.

#### NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder and Estates Manager.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.