

## JOB DESCRIPTION

<b>Job Title</b>	Keyholder with cleaning and light site management duties
<b>Grade</b>	<b>2023 Scale 3 Points 2 to 3</b>
<b>Reports to</b>	Headteacher/ Site Manager / School Business Manager
<b>Responsible for</b>	Not applicable
<b>Liaison with</b>	Headteacher / Deputy Headteacher / Site Manager / School Business Manager
<b>Job Purpose</b>	To contribute to the smooth running of the School, by unlocking (and on occasion locking up if required) the school premises and carrying out a range of cleaning and light caretaking duties.
<b>Duties</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessments, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> <li>• To act as a key holder, opening the school on a daily basis during term time. Acting as second in line for locking up the school should the need arise, for which overtime would be paid.</li> <li>• Carrying out security procedures for the buildings and grounds. Second in line for responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarms, for which overtime would be paid.</li> <li>• Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>• Should the need arise, second in line for the unlocking and locking of the school during the school holidays for contractors and staff, and to remain on site whilst occupied. Overtime would be paid.</li> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• Undertaking cleaning duties to include but not limited to when required:-</li> <li>• Washing internal walls and floors e.g. classrooms, corridors, assembly hall and lavatories</li> <li>• Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.</li> <li>• Ensuring that all areas within the site are free from litter and other debris.</li> <li>• Hedge and grass cutting / strimming. Weed removal.</li> </ul> <p><u>Other duties</u></p> <ul style="list-style-type: none"> <li>• Putting out / away staging, chairs and tables</li> </ul>

	<p><u>General</u>  At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School and governing Body.</p> <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

## PERSON SPECIFICATION

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	No specific experience required
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use general cleaning products
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role