

## Job Description

<b>Job Title</b>	Evening Caretaker (Fixed Term Contract - 4 months)											
<b>Grade</b>	Scale 5 point 9 (Range 9-12)											
<b>Hours/Weeks</b>	<table border="1"> <tr> <td><b>Monday</b></td> <td><b>4:00pm - 10:00pm</b></td> </tr> <tr> <td><b>Tuesday</b></td> <td><b>5:00pm - 10:30pm</b></td> </tr> <tr> <td><b>Wednesday</b></td> <td><b>5:00pm - 10:30pm</b></td> </tr> <tr> <td><b>Thursday</b></td> <td><b>5:00pm - 10:30pm</b></td> </tr> <tr> <td><b>Friday</b></td> <td><b>4:30pm - 8:30pm</b></td> </tr> </table>	<b>Monday</b>	<b>4:00pm - 10:00pm</b>	<b>Tuesday</b>	<b>5:00pm - 10:30pm</b>	<b>Wednesday</b>	<b>5:00pm - 10:30pm</b>	<b>Thursday</b>	<b>5:00pm - 10:30pm</b>	<b>Friday</b>	<b>4:30pm - 8:30pm</b>	(Flexible approach to working hours required)
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<b>Reports to</b>	Site Manager											
<b>Head of Department</b>	Trust Estates Manager											
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To ensure the security of the school buildings and site.</li> <li>• To support evening lettings with access and any relevant set ups required.</li> <li>• To liaise with the Site Manager/Lettings Caretaker with regards to any changes to, concerns regarding lettings.</li> <li>• To lock and alarm the premises at the end of evening lettings.</li> <li>• To support the site team with any set ups that might be required for the following day.</li> </ul>											
<b>Responsible for</b>	N/A											
<b>Liaison with</b>	Site Manager, Lettings Caretaker, hirers, public, visitors.											
<b>Main Duties</b>												
<p><b>1. Security of the Premises/Lettings</b></p> <ul style="list-style-type: none"> <li>• To lock and unlock the windows, gates and doors around the site as required.</li> <li>• To report damage/vandalism to the Site Manager for action.</li> <li>• To be aware of &amp; report any premises issues regarding security.</li> <li>• To ensure that the school is returned to normal following a let, furniture is replaced and the area cleaned as necessary</li> <li>• To ensure that the needs of the hirer are met.</li> <li>• To present a professional and amenable manner to the hirers</li> </ul> <p><b>2. General duties</b></p> <p>At the request of the Site Manager undertake the following tasks:</p> <ul style="list-style-type: none"> <li>• To promptly move goods, refreshments, equipment, furniture and stores within the confines of the school site, relating to lettings.</li> <li>• To ensure that all hard area, paths, and fields are accessible for lettings.</li> <li>• To set up rooms as required for lettings and/or school activities.</li> </ul>												

### **3. Other duties**

Upon instruction from the Site Manager:

- Undertake duties to keep site open by clearing snow & ice.
- To act as a First Aider (where possible).
- Attempt to prevent trespass and unauthorised entry and/or parking of vehicles on school grounds.

### **8. General**

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- 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.

Review Date: January 2026