



## Job Description

<b>Job title:</b>	Week-end Duty Caretaker
<b>Reporting to:</b>	Marketing and Events Manager
<b>Hours:</b>	Saturday & Sunday – variable hours
<b>Salary:</b>	available upon application

### **A little more about us:**

West Heath School is an Independent Special School, which forms part of the West Heath charity set up specifically to support vulnerable children for whom mainstream were unable to meet need due to significant and complex needs. This group includes children and young persons with significant mental health difficulties, High Functioning autism and Asperger's Syndrome

The varying needs of this cohort impacts upon their ability to engage with their academic and personal development. West Heath School has created a number of different learning environments and approaches to education to enable students to successfully access provision and the support to make learning possible.

Our learning environments and approaches are based up on removing the barriers to accessing education that our cohort of students previously faced. With a focus upon both personal and academic development, we help our students meet the challenges they face in their day to day lives, empower them to become more independent and active participants in their community.

### **A little more about the role:**

The role of Duty Caretaker has been created at the school to provide quality service to students, colleagues, visitors & hirers. The position is a supplement to the caretaking team providing assistance where required whilst ensuring that essentials duties are carried out in a smooth, professional manner.

- Distribution of deliveries around the School
- Ad hoc cleaning during the day e.g. toilets, changing rooms, spillages, graffiti, windows, paintwork, doors, walls & ceilings
- Escorting meter readers and other contractors such as sanitary bin emptying
- Set up and set down of assemblies
- Wedding/event set ups – including movement of furniture and some cleaning
- Meeting room set up and set down
- Sweeping path ways including snow clearance and gritting
- Clearing & cleaning of gullies, gutters & drains
- Litter picking
- Emptying bins
- Watering of plants in pots and gardens
- Painting and decorating
- Vehicle maintenance checks

## Check Pool and Sports hall

---

- Water checks
- Temperature of pool water
- Sweep poolside
- Clean changing rooms, toilets, office
- Replenish toilet paper, soaps etc
- Empty bins
- Check water machine and empty tank if required
- Check all lighting is working in the Sports Hall
- Sweep Sports hall
- Sweep/wash all corridors when necessary (including connection to Swimming Pool)
- External bins - Empty all external litter bins around the grounds

## Use of School facilities by hirers

---

- Oversee the use of the school facilities by the hirers to ensure that they keep to the terms of the agreement of hire
- Ensure that the facilities for each hire are fit for purpose. i.e. safe, clean, tidy and properly functioning
- Ensure that the hirers abide by the schools health and safety policy
- Supervise any emergency evacuation

## School Premises/Ground Check - to ensure that the premises are secured at the end of each day

---

- All electrical and gas appliances are switched off (except for fridges in kitchen)
- All windows are closed
- All lights are off
- All staff have vacated the premises
- All external doors are locked
- All electrical and gas appliances are switched off (except for fridges and fax machines and IT equipment in the Comms room)
- all windows are closed
- all lights are off
- all external doors are locked
- the burglar alarm is armed

Any other duties as required by the Principal and Facilities Manager

## Sundays

---

### Hirers

Open up for Pool/Sports Hall hirers. Organisers arrive about 30 minutes before scheduled time in pool. Please check that changing rooms are clean & tidy & that hot water is running

Hand them keys where necessary. It is important that hirers have professional polite service at all times. If you are unable to deal with a request or problem tell them that they will be contacted the following day by the Events and marketing manager.

Ensure that hirers keep to their booked time, remembering they have 30 minutes before & after booking time to set up & pack away. If any hirer over-runs their booked time ensure that it is noted & passed to the Events manager.

When hirers are leaving meet with them to check that they are happy with the service & collect any keys. Ensure that the Sports Hall/Pool are locked & secured once all hirers/boarders have left. Set the alarm once complete. Ensure that side doors are locked & secured along with all fire doors & windows.

Never leave site whilst hirers are still on site.

### **School Set up**

Set up Oak Dining Room for Monday. Furniture is stored in room A010. Oak Dining Room to be set up with 6 x trestle tables & 6/7 chairs at each.

Set up Red Dining room. Requires large table in middle of room with small chairs around it. Soft seating & coffee tables around outside edge by windows

Put Reception furniture back as normal for Monday. Sofa, long coffee table with 2 side tables/lamps.

Lock up sports hall/pool after hirers have finished. Check changing rooms for puddles etc

### **Wedding tidy up**

Allow access to wedding family to collect items in the morning. These are usually stored in the library.

Allow access to florist/caterers to collect their items, again usually stored in library.

Sweep outside main entrance (cigarette butts, broken glass etc)

Sweep outside Recital Room (cigarette butts, broken glass etc)

### **At the end of a the shift**

- All electrical and gas appliances are switched off (except for fridges and fax machines and It equipment in the Comms room)
- all windows are closed
- all lights are off
- all staff have vacated the premises
- all external doors are locked
- the burglar alarm is armed

West Heath School has a no smoking policy - the school is a smoke free zone.

### **NOTE:**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

***The School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service***