



## **Ribston Hall High School**

### **Job Description Lettings Caretaker**

NJC SCP 4 SCP 4 (£24,404 per annum, £8,491 pro rata)  
15 hours per week, term time only plus INSET days  
(39 weeks per annum), between the hours of 5pm to 9.15pm

#### **Job Purpose**

To provide site security and daily lock up of the premises and the securing of all facilities, Monday to Friday plus occasional weekend working.

To be the first line of contact for lettings customers, on site during the week/weekend.

#### **Main Duties and Responsibilities**

- To ensure the secure lock up of all premises during the week/occasional weekend
- To provide a visible site security presence out of hours
- To support the cleaners to remove waste daily
- To respond to lettings queries whilst on site
- To address any ad hoc site duties e.g. setting out chairs for assemblies, ad hoc cleaning duties issued by the Site Manager
- To assist with after school events e.g. open evenings, performances to provide support for car parking

#### **Qualifications and Experience**

- Trustworthy and reliable
- The ability to learn new systems e.g. alarms, locking up procedures
- Excellent communication skills
- Ability to prioritise and work to deadlines

#### **Supervision Received**

Responsible through the Site Manager & Finance and Operations Manager to the Head Teacher.

#### **Principal Contacts**

Site Manager, Site team, Teaching Staff, Associate Staff, Students, Parents, Suppliers.

#### **Special Conditions**

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

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the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.