

Job Description



For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

Job Title	Caretaking and Lettings Supervisors (Sundays only but potential for extra hours in the week) 52 weeks per year
Accountable To	Facilities Manager
Job Purpose	To provide support of the evening caretaking and lettings supervision
Salary	NJC Scale Point 7 – 9 £13.26 /hr - £13.69/hr
Start Date	As soon as possible

This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.

Main responsibilities

1. Lettings and Security assistant

- Ensure that the premises are opened and closed appropriately, and that the academy has secure systems for locking/unlocking.
- Be a key holder of the academy.
- AWP Lettings Duties:
- Open external gate to school grounds and changing rooms
- Check the pitch for litter and ensure area is safe.
- Check pitch equipment and set up as necessary – including moving ‘curtains’ to segment the pitch.
- Switch on pitch lights
- Supervise pitch whilst in use.
- Ensure spectators are standing in the designated area
- Supervise all spectators.
- Enforce no smoking/vaping anywhere on the school site.
- Enforce no dogs on the school site.
- Closing procedures include clearing the 3G pitch of any lost property and litter.
- Ensure all pitch equipment is left tidy.
- Check changing rooms and toilet for lost property and litter.
- Sweep / mop changing rooms and toilet area.
- Lock and alarm changing rooms.
- Switch off pitch lights at Sports Centre.
- Lock external gate at the end of the shift

- Be a point of contact for security alarm callouts (including out of hours calls), provide emergency access to the academy site, locksmiths and other appropriate contractors if necessary. ***This will only be if the Facilities Manager and Assistant Premises Manager are not available.***
- To backup operator and respond to alarm systems
- Undertake security checks and identify security risks
- Maintain the security of academy premises by securing entrances/exits as appropriate and reporting potential security breaches
- Carry out regular site health and safety checks, report, or escalate outstanding concerns as appropriate and ensure a record is kept of these checks and the actions taken.

2. Maintenance and Facilities management

- Assist with minor/simple repairs/redecorating
- Ensure that halls, classrooms, etc. are set up for routine and occasional events

3. Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the academy
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the academy with courtesy and consideration
- Present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Person Specification follows bellow.

Person Specification

Caretaker

	Essential	Desirable	Assessment
<u>Qualifications</u>			
Good qualifications at GCSE (or higher) including C/4 in English and Maths		✓	Application
Current driving licence		✓	Application
Willingness to learn/train	✓		Interview
<u>Experience</u>			
Experience of working in a maintenance, security or facilities management role		✓	Application
Evidence of successful team working		✓	Application / Interview
<u>Knowledge and Understanding</u>			
Knowledge of basic health and safety skills	✓		Application / Interview
A knowledge and commitment to safeguarding and promoting the wellbeing of children and young people	✓		Interview
<u>Personal Qualities</u>			
Effective listening, verbal and written communication skills	✓		Interview
Good organisational skills – able to prioritise own workload	✓		Interview
Able to analyse situations and possible outcomes to establish the most effective course of action	✓		Interview
Hardworking, committed and punctual	✓		Interview
Ability to form and maintain appropriate personal boundaries with children and young people in line with the academy Safeguarding and Child protection policy and the Staff Code of Conduct policy.	✓		Interview