



Sunday Caretaker (10 hours per week)

Salary: Actual - £5,350.23 to £5,903.17 per annum depending on the successful candidate's qualifications and experience.
(FTE - £21,400.91 and £23,612.66 per annum)

Reports to: Compliance and Lettings Officer

Summary:

The Sunday Caretaker is responsible for providing Sunday cover for lettings and caretaking, including setting up for lettings, giving access to staff and contractors, meeting and directing visitors, challenging trespassers and receiving and logging deliveries.

The Sunday cover will also need to carry out some simple maintenance duties whilst providing cover.

Responsibilities

Access:

- Open and lock up spaces for hirers, staff, and contractors
- Be on call with the Estates mobile for anyone coming in
- Manage parking in the drive
- Relock and alarm buildings at the end of the day
- Ensure only authorised personnel are on site, and asking unauthorised to leave (this may include students)

Lettings:

- Ensure hired spaces are checked and set up in good time
- If a space is used by more than one party, ensure that the spaces are cleared down and set up ready for the next event
- Supply bags for recycling and waste to the hired spaces
- Leave the Compliance and Lettings Officer any special instructions for Monday, e.g., requirement for additional works from our contract cleaners
- Support the regular clubs taking place in school – regular sports club meetings and parties at the school

Caretaking:

- Assist and provide access to contractors carrying out repairs and maintenance
- Carry out statutory checks as directed, for example emergency lighting checks, boundary and play checks
- Ensure hired spaces are put back to normal layout at the end of the day
- Disinfect sandpits
- Litter picking and sweeping
- Emptying external bins
- Topping up external hand sanitiser points
- Breaking down meeting set-ups and returning utensils, refreshments to kitchen



- Farm support work; feeding and watering animals and cleaning out hutches and washing down (approx. 2 hours)
- Where possible, be available to cover leave or other absences for the Saturday caretaker

Person specification

- Successful experience of providing caretaking services in a similar environment
- Personable and welcoming with good oral communication skills, including the ability to receive, record and transmit messages accurately and quickly
- Experience of building good working relationships with members of staff and contractors
- Ability to work on own initiative and without direct supervision
- An understanding of health and safety issues appropriate to the responsibilities of the post

Further details

- This is a permanent, part time position for 10 hours per week on Sunday only.
- Salary: between £5,350.23 to £5,903.17 per annum depending on the successful candidate's qualifications and experience. The full time equivalent would be between £21,400.91 and £23,612.66 per annum.
- Holiday entitlement: 5 weeks of paid annual leave, to be taken during the term holidays.
- Normal hours of work are from 8.30a.m. to 6.30p.m. Some flexibility will be necessary in order to carry out the job effectively.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.