



Job Description Weekend and Evening Casual Caretaker

EXCELLENCE

Ambitious
Courageous
Achieving
Leadership

CREATIVITY

Risk taking
Flexible
Inquisitive
Reflective

VISION

BSfG skills
Values
Technology
Global

Job Title	Weekend and Evening Casual Caretaker
Line Manager	School Business Manager
Salary Scale	<u>Dependant on hours worked (eg evenings after 5pm £15 ph and Saturday and Sunday evenings up to £25 ph)</u>
Main Purpose of the role	To provide an effective caretaking service during the letting of the school buildings and grounds at weekends and possibly in the evenings during holiday periods. Contribute to the smooth running of the School on the weekend by carrying out a range of caretaking duties including security and supervision of the site and related equipment.
Specific Duties & General Responsibilities	<ul style="list-style-type: none"> • Responsible for the opening and closing of school premises and grounds for lettings. • General supervision throughout the day to ensure that the premises are left in a clean and tidy condition at the end of the letting. • Be responsible for the security oversight of the school premises and grounds, dealing with or reporting emergency events such as fire; flood; break-in; vandalism to the appropriate services. • Ensure areas that are being hired, including toilets are clean and presentable. • Set up and remove furniture for lettings as and when required. • Carry out regular maintenance checks, compliance checks, replenishment of consumable items daily i.e. soap, towels, toilet paper etc. and report any concerns to the Site Manager. • Be the point of contact for onsite lettings when on duty, assisting them with their requirements, such as heating and assisting the hirer to perform a fire drill. • Working flexibly in order to accommodate lettings by liaising with the lets as and when require.

PERSONAL AND PROFESSIONAL CONDUCT

- Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.
- Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions.
- Show tolerance of and respect for the rights of others.
- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.

Signed: _____

Date: _____