



## JOB DESCRIPTION

Updated July 10<sup>st</sup> 2023

### 1. JOB DETAILS

Job Title: Evening Caretaker

Contract: Permanent, Full-time. Hours: 40 hours per week. **2:00pm – 11.00pm, 5 days per week, Monday – Friday** (required to work up to 1:00am, on occasion.) 1 hour unpaid break.

Required to work one Weekend per month, from 7am – 4pm, 1 hour unpaid break. This will be paid on an overtime basis at the normal rate with the use of timesheets.

Salary: £28 - £30k

Location: Frogna1/ Senior School (Note: Additional infrequent support may be required across the foundation on occasion.)

### 2. JOB PURPOSE

The role of the Evening Caretaker is to ensure that the school facilities are kept secure in accordance with the required practices, including health and safety specifications. Additionally, the post holder will be responsible for providing support to the caretaking team when preparing for events and exams. The post holder will also be required to provide First Aid support and operate as a Fire Warden during the hours of duty.

*Under the Health and Safety Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment.*

### 3. DIMENSIONS

3.1 The Evening Caretaker is part of the caretaking team and reports to the Site Services Manager/ Deputy on a day to day basis and is part of the Estates department.

### 4. KEY AREAS OF RESPONSIBILITY

- I. Securing the site after all activities have been completed, including locking of all buildings
- II. To monitor and control pedestrian access to the site whilst the pedestrian gate is open
- III. To regularly patrol the site, ensuring that all buildings are secure and that any staff that are lone working have left before the final lock up is completed
- IV. To prevent unauthorised access to UCS premises

- V. To prepare the required facilities according to the requirements, including the setting up of exam halls, classrooms and the Great Hall
- VI. Ensuring all the facilities are clean and tidy, ready for use
- VII. Overall support of the Supports Facilities Commercial Events
- VIII. Overall Caretaking duties, as required and instructed
- IX. You may be asked to drive to our other sites so a driving license is required.

**5. PERSON SPECIFICATION**

	<b>Required</b>
<b>Education &amp; Qualifications</b>	Good level of verbal and written English
<b>Experience &amp; Knowledge</b>	Evidence of the ability to hold a position of responsibility
<b>Skills &amp; Abilities</b>	Good communication and interpersonal skills
	Experience in a Facilities related role, preferably working evenings.
	First Aid Qualified (if not training will be given)
	Driving License
<b>Personal Qualities</b>	Flexible: in order to ensure the service is adequately covered
	Flexible: in order to ensure the service is adequately covered
	Reliability in working hours and punctual
	Ability to work independently under line management direction
	Well organised with the ability to prioritise and deal with a serious incident if required
	Approachable and personable
	Ability to identify any threats of security immediately and report them to management accordingly

*UCS is fully committed to the welfare and safeguarding of children. All applications for this post must be prepared to undergo child protection screening and a full Disclosure and Barring check.*