



## Job Description

### Site Security/ Caretaker

35 hours per week, term time

(Temporary position until 31<sup>st</sup> December 2020,  
due to COVID-19 temporary measures. Possibility of extension to April 31<sup>st</sup> 2021)

<b>Reporting to:</b>	Site Manager, School Business Manager, Headteacher and Senior Leadership Team as appropriate.
<b>Purpose:</b>	<p>To ensure pupils, staff and visitors are safeguarded within a comprehensive security service.</p> <p>To be part of a team involved in the maintenance and upkeep of the school and ensure the internal and external school facilities are available, fully functional, health and safety compliant and aesthetically pleasing.</p>
<b>Areas of Responsibility:</b>	<p><b>Site Security:</b></p> <ul style="list-style-type: none"> <li>• Conduct direct patrolling of the school</li> <li>• Deal with issues of intruders, hazards, vandalism or violation of health and safety policies</li> <li>• Manage CCTV monitoring, intruder alarm and fire alarm</li> <li>• Report and record incidents and daily occurrences</li> <li>• Attend and pro-actively deal with any security related incidents</li> <li>• Record incidents and write accurate incident reports as necessary</li> <li>• Operate security related and personal protective equipment following departmental procedure (i.e. radios), ensuring the equipment is clean and stored correctly, reporting any faults to line managers</li> <li>• Undertake staff training as required and receive guidance and instruction from the Premises Manager, School Business Manager, Headteacher and Senior Leadership Team when necessary</li> <li>• Carry out specialist and bespoke security duties in connection with school events e.g. Parents evening and School Open Day</li> <li>• Attend and assist at any emergency incident as directed</li> <li>• To be a key holder for the school and hold responsibility for site security after extended events</li> </ul> <p><b>Caretaker:</b></p> <ul style="list-style-type: none"> <li>• Carry out general day-to-day maintenance duties according to schedules</li> <li>• Carrying out planned preventative maintenance and testing as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Conducting initial investigations into reactive requests relating to defects, carrying out repairs or reporting as required</li> <li>• Responding to emergency situations</li> <li>• Assisting service providers when on site</li> <li>• Carrying out minor repairs and decoration</li> <li>• Carrying out cleaning and deep cleaning duties as required</li> </ul> <p><b>Supporting School:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos</li> <li>• To attend relevant in-service training</li> <li>• Actively promote, comply and adhere to all school policies</li> <li>• Demonstrate willingness to support new initiatives within the school</li> <li>• Participate fully in training, learning development and the school's performance management system for support staff</li> </ul>
<b>Supervision:</b>	To work under the supervision of the Premises Manager and School Business Manager. Able to work on own without direction.
<b>Working Time:</b>	35 hours per week, term time only. 8.15am to 4.00pm with 45-minute unpaid lunch break. Flexibility will be required as some additional hours may need to be worked to support events taking place outside of school. Attendance at Inset days when relevant to the role.
<b>Salary/Grade:</b>	NJCJE Grade 5, SCP 9-14 £20,954-£23,136
<b>Disclosure level:</b>	Enhanced
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: \_\_\_\_\_

Date: \_\_\_\_\_

July 2020