

JOB DESCRIPTION

POST TITLE:	Assistant Caretaker (Evenings)
RESPONSIBLE TO:	Assistant Facilities Manager
RESPONSIBLE FOR:	Providing caretaking support and security cover after hours when the normal school day has ended.

Main Duties and Responsibilities

- Act as the out-of-hours Security Officer, controlling entry to both the school grounds and the main school buildings.
- Provide a measure of caretaking support.
- Responsible of securing the premises and activating the school intruder alarm at the end of the working day.

Security Duties

- Responsible for ensuring that all persons have left the building, windows and doors (as prescribed by the Assistant Facilities Manager) are closed/locked, and the building is left secure at the end of last school activity.

Caretaking Tasks

- Tasks/additional duties to be carried out between 7:00 pm - 10:00 pm, if not required at the reception area -
 - Delivery of parcels
 - Set out or clear away furniture and equipment in support of events.
 - Occasionally supervise or assist in evening car parking duties.

Some of these tasks will need to be completed at set times on a regular basis. A separate schedule for the completion of these tasks as issued by the Assistant Facilities Manager.

Maintenance

- Reporting of any faults in the building that require remedial action by the maintenance team.

Health & Safety

- Read and be familiar with the school Health and Safety Policy and Procedures and other relevant school policies.

General

- To take part in training programmes provided by the school.
- To carry out other duties that may be reasonably required.

Safeguarding

- To adhere to School policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the School in accordance with School policies

This job description may be reviewed from time to time in liaison with the post holder.

Person Specification

Essential
Communicate effectively
A positive, cheerful attitude
Ability to work alone and as part of a team
A flexible, adaptable approach to work
Physically fit to undertake role, and ability to carry out all aspects of the Job Description
Basic maintenance skills
To be able to carry out general repairs without guidance
Ability to use own initiative
Desirable
Driving Licence

MAIN TERMS OF APPOINTMENT

Hour of Appointment

This is a permanent, part-time position, working 25 hours week for 52 weeks a year. The working hours are Monday - Friday from 5:00 pm - 10:00 pm during term time, and from 4:00 pm - 9:00 pm during the school holiday period.

The working schedule will be as follows -

5:00 pm - 7:00 pm: Manage reception
7:00 pm - 10:00 pm: Manage reception/caretaking and security duties

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 1 month or the statutory minimum, whichever is greater.

Probation Period

The probation period is six months.

Salary

The salary for this role is £16,519 (0.67 FTE) per annum, based on a full time equivalent annual salary of £24,655.

Holiday Entitlement

The holiday entitlement is 20 paid working days per year plus the 8 bank holidays. Holidays would normally be taken out of term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

- Teachers' Pension Scheme for teaching staff and membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Health cash plan
- Free lunches, tea and coffee
- Generous occupational sick pay scheme
- 'Care First' Employee Assistance Programme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton Boys' School.

- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Completion of Bursary Form
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

An application pack is available from the School's website by clicking [here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk.

The closing date is noon on Thursday, 16th September 2021.

CVs will not be considered and should not be submitted.

Lady Eleanor Holles
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Tel: 020 8979 1601
personnel@lehs.org.uk

Registered charity no. 1130254

Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).