



## Lettings Caretaker - JOB DESCRIPTION

**Reporting To: Premises and Safety Manager**

**Payscale: TEAL Associate Staff Pay Scale, Point 2**

**Job Purpose:**

To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”

To assist the Premises and Safety Manager in ensuring the 3Gpitch lettings are efficiently and effectively managed in line with the school’s policy and procedures. To include monitoring the premises, preparing and dealing with lettings and the external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.

To assist the Premises and Safety Manager in the caretaking duties required to provide an efficient and safe service to the school. To ensure that a high level of security is maintained in school in order to protect its buildings and resources. To maintain a clean, attractive, secure and welcoming site through a process of regular cleaning and routine and scheduled maintenance of 3Gpitch, grounds, fixtures and fittings.

**Key Responsibilities: Specific**

**Lettings**

- To be a first point of call for all 3G hirers on the day of their booking.
- To ensure that the premises are opened prior to the start of the lettings and secured at the end of it.
- To take booking enquiries and arrange lettings for the 3G pitch.

**Caretaking**

- To assist with cleaning tasks as necessary and that current legislation in respect of health and safety and the handling of hazardous substances is complied with.
- Assist the premises team with all aspects of 3G maintenance and upkeep.
- To maintain a clean, attractive, secure and welcoming site.
- To clear up paved areas and playgrounds (i.e. picking up litter and emptying litter bins).
- To be responsible for the overall security of the site, its premises and contents in the absence of the Premises and Safety Manager.
- To act as a keyholder and supervising access to the site outside normal school hours.
- To be responsible for the use, cleaning and secure storage of plant and equipment based at the school.
- To monitor the levels of supplies and equipment and report to the Premises and Safety Manager.
- To liaise with contractors and suppliers as necessary.
- To monitor standards of work undertaken by outside agencies and make routine reports to the Premises and Safety Manager.
- To undertake regular health and safety checks of buildings, grounds, fixtures and fittings including firefighting apparatus and other safety equipment in accordance with schedules and make recommendations to the Premises and Safety Manager.
- To ensure adherence to COSHH, Asbestos Regulations, Legionella Regulations, Manual Handling and attend training courses as required.

### **Key Responsibilities: General**

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

**The key competencies and behaviours commensurate with this post are identified overleaf.**



## Ethical Behaviours Charter

| Competency      | We do this by   |
|-----------------|---|
| <b>Trust</b>    | <ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to do the same.</li> <li>• Keeping promises and doing what we say we will</li> <li>• Having genuine compassion for others</li> </ul>  |
| <b>Wisdom</b>   | <ul style="list-style-type: none"> <li>• Developing knowledge and expertise, then sharing that knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li> </ul>   |
| <b>Kindness</b> | <ul style="list-style-type: none"> <li>• Being patient, respectful, generous and forgiving.</li> <li>• Acting with compassion and care, listening and seeing the person behind the role</li> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</li> </ul>   |
| <b>Justice</b>  | <ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy</li> <li>• Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.</li> </ul> |
| <b>Service</b>  | <ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>   |
| <b>Courage</b>  | <ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</li> </ul>   |
| <b>Optimism</b> | <ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>  |
| <b>Vision</b>   | <ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>  |