

Easthampstead Park Community School

Job Description

Security (AM) and Saturday Lettings Operative



Location: Easthampstead Park Community School	Department: Site
Authority: Bracknell Forest Council	Job Title: Security (AM) and Saturday Lettings Operative

Pay Grade: BG-K £9.75 per hour, (annual salary £6,354) which is inclusive of London Weighting plus Saturday lettings between 8am and 4pm as directed paid via timesheet (1 hour of unpaid breaks included)

Holiday entitlement: 24 days, pro rata, per annum plus bank holidays

Core hours of work: 12.5 hours per week, Monday to Friday 5.30am to 8am
(flexibility of working hours required during school holiday periods)

Additional required hours: Saturdays (max 2 per month), between 8am and 4pm with 1 hour of unpaid breaks. The Saturdays to be worked will be allocated by the Site Manager on a rota system.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

JOB PURPOSE

To promote the schools vision and values through daily interaction with the community, providing a safe but welcoming environment for those who access the school.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post holder reports to the Site Manager with overall responsibility for maintenance and security of school premises. The post holder works closely with other site team members but has no direct line management responsibility.

MAIN DUTIES AND RESPONSIBILITIES

Summary of job tasks:

- To open up the site each morning and/or undertake security checks to secure the premises as required and in particular when working on a Saturday.
- To facilitate letting contracts by ensuring that a let area is open and that customers are appropriately advised as to the use of the area, securing the facility on completion.
- General maintenance of the environment to include litter pick up, of facilities.
- To conduct checks on school systems to include fire alarm and Intruder alarms if required.
- Ensure that the appropriate personal protective equipment is used or worn in accordance with the schools guidance and expectations in this area.
- Any other duties reasonably required by the Site Manager.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

There are no budgetary responsibilities linked to this role. Budget responsibility is held by the Site Manager.

The site team operate during the hours of 06:00 - 22:30, therefore flexibility of working hours is essential to support school demand.

Impact on community

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

Easthampstead Park Community School

Job Specification

Security (AM) and Saturday Lettings Operative



Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • NVQ level 2 or equivalent in relevant field • Maths and English at GCSE Grade D or above or equivalent • A proven record of employment in a maintenance background 	<ul style="list-style-type: none"> • Security background • Ladder trained • Asbestos awareness
Experience	<ul style="list-style-type: none"> • Knowledge of procedures for carrying out tests on systems • Ability to access and use email appropriately • Ability to understand and interpret quotes and contractor paperwork to ensure quality of outcomes and safe working is maintained • Ability to maintain a physically demanding role which will involve lifting and handling of items as routine • Understanding of and commitment to the requirements of safeguarding children, young people and vulnerable adults 	<ul style="list-style-type: none"> • Experience in MS Office package including Word and Excel
Work related activities	<ul style="list-style-type: none"> • Able to communicate effectively with parents/carers and staff and external contractors and the community • Ability to maintain strict confidentiality of information received and processed as part of the role • Able to be flexible and adjust working patterns to the demands of the role so that the quality of service is maintained 	<ul style="list-style-type: none"> • Able to communicate a passion for the school and the maintenance of its environment to a community audience • Be emotionally resilient and to be able to work with students and parents and carers who may have emotional and behavioural and or medical difficulties

Other work requirements	<ul style="list-style-type: none">• Able to identify training needs and participate in training and development activities to address these and share knowledge with others.• A satisfactory enhanced DBS check	<ul style="list-style-type: none">• A clean driving licence
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