

## Dulwich Hamlet Educational Trust

### The Belham Primary School

#### Part-time Evening Caretaker



#### JOB DESCRIPTION

##### **Job purpose:**

To contribute to the smooth running of the school by overseeing the use of the premises by the local community outside core school hours. To ensure the security and safekeeping of the site, facilities and property, including keyholder responsibility.

##### **Main duties:**

- Locking and unlocking the school building and site access points during lettings periods
- Meeting and greeting community users and escorting them to their hired space
- Ensuring user group leaders are aware of emergency evacuation exits and procedures
- Acting as point of contact for user groups to assist with any site-related issues; maintaining a visible, friendly and approachable presence
- Operating a two way radio and responding to radio contact for assistance from hirers
- Operating security systems and responding to alarm systems where appropriate
- Contacting alarm engineers or other contractors and the Premises Manager in the event of encountering problems with security systems
- Ensuring that evacuations are carried out in accordance with the school's Fire Safety Policy and that emergency services are summoned if required
- Ensuring hirers' activities are confined to the booked locations and properly conducted in accordance with the hire agreement
- Ensuring that all community users are off site at the contractually agreed times
- Inspecting letting locations after the end of the hire period, and recording any issues arising for the benefit of the Premises Manager and office staff
- Maintaining site security during lettings and taking appropriate action in the event of breaches in security
- At all times to carry out duties in accordance with health and safety requirements.

Duties may be varied by the Head of School or the Governing Body to meet changed circumstances in a manner compatible with the post held.

**The post holder will be required to work without direct supervision due to the times of work. Lone working procedures and guidance will be provided.**