



Job Description for Weekend Caretaker (with Reception cover responsibilities)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	<p>The Weekend Caretaker / Receptionist will ensure the security of the building whilst in use at the weekend, to support visitors and hirers as required, and to carry out any minor maintenance work; you must be willing to attend to all needs presented to you with a flexible and can-do attitude and support the Receptionist in managing the Reception area.</p> <p>This post would be best suited to an individual with both caretaking, security and Reception / Front of House experience.</p> <p>There will be periods when the post holder is working alone.</p> <p>Post-holders must be willing to undertake First Aid training and provide first aid as and when required.</p>
Hours of work	<p>Hours of work: Saturday 9am – 5pm and Sunday 12.30pm – 8.30pm with flexibility required on show evenings when a later closing time will ensue for which overtime at normal rate is paid).</p> <p>20 days annual leave (+ Paid Bank Holidays for dates that occur on normal working days); actual leave will be 8 days per annum</p> <p>There are additional closure periods of approx. 2 weeks per annum when leave will be paid</p>
Pay	£9.50 per hour
Main duties and responsibilities:	<ul style="list-style-type: none">• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.• To ensure full security of the building whilst in use• To ensure the building is locked and secure at the end of shift• To aid hirers as required e.g. prepare rooms for classes

	<ul style="list-style-type: none"> • To keep the site secure ensuring that the reception desk is kept manned at all times • To carry out any minor maintenance work as necessary and monitoring heating, lighting and alarm systems • To find solutions to any reception issues faced by staff, students and all visitors to Reception • To carry out any emergency cleaning as necessary • To note any maintenance issues that you are unable to deal with and ensure these are passed on to the relevant maintenance team member. • To monitor correct usage of security passes and report misuse as appropriate • To ensure the highest standards of security are adhered to when allowing visitors access to the building • To ensure adequate precautions are followed to maintain the highest levels of security at all times. • To record any health and safety related matters and resolve emergency issues • To carry out regular walkabouts and dealing with issues as they arise • To lock building at end of shift ensuring all lights and fans etc. are turned off and all windows are securely closed • To accept deliveries • To provide a professional front-of-house role and maintain high standards as the first point of contact for all students, staff, parents and visitors • To greet and welcome current students, prospective students, staff, parents, contractors and all visitors entering the school, ensuring the sign in procedure is followed and visitors are made away of emergency exit procedures. • To administer incoming enquiries to ArtsEd, whether face-to-face, by phone or via email. • To respond to general enquiries, or direct enquiries to appropriate colleagues when necessary. • To direct visitors around the building as required. • To check in post and deliveries and notify staff to collect items ensuring any deliveries requiring special attention are retained safely until they are collected and maintaining a log of 'special delivery' items to verify that they have been collected by the correct person. • To communicate any necessary information to the relevant person / department • To provide general administrative and ad hoc clerical support as required.
<p>All staff</p>	<ul style="list-style-type: none"> • All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.

	<ul style="list-style-type: none"> • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.
Person specification	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
	Method of assessment
Qualifications	<ul style="list-style-type: none"> • The Caretaker must undertake regular training and demonstrate an understanding of Keeping Children Safe in Education, Safeguarding, GDPR, Prevent Duty and Health and Safety • First Aid
Experience	<ul style="list-style-type: none"> • Experience of working in a reception area • Significant caretaking experience • Security experience (preferable) • Working alone • Experience of greeting guests and visitors and making them feel welcome in a positive and friendly manner • Experience of co-ordinating, prioritising work and managing a range of situations • Experience of a range of clerical duties and office procedures
Skills	<ul style="list-style-type: none"> • Good communication skills • Excellent time-keeping skills • Ability to work on own initiative • Excellent team player • Ability to act at all times with diligence and discretion • Caretaking and managing security
	<ul style="list-style-type: none"> • Production of the Applicant's certificates • Discussion at interview
	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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Knowledge	<ul style="list-style-type: none"> • Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook • Health and Safety requirements 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<ul style="list-style-type: none"> • motivation to work with the public including children and young people • an interest in theatre / performing arts • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience • positive and friendly persona • approachable with excellent interpersonal skills • a high standard of personal presentation • Able to promote a positive image of ArtsEd to all visitors 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>