

## **THE JOHN COLET SCHOOL**

### **JOB DESCRIPTION**

**POST:** Keyholder

**GRADE:** Range 2

**PATTERN:** 22.5 hours per week – Monday to Friday 6.45 to 8.45am and 4.30 to 7pm. 42 weeks a year with options for some weekend and extended hours working by agreement

Job Share considered.

**RESPONSIBLE TO:** Facilities Manager

### **Duties and Responsibilities:**

To be responsible for the opening and closing of the school during term time

### **Health and Safety**

1. To support the Health and Safety representative with the school's Health and Safety policy.
2. To ensure all duties are carried out according to the school's Health and Safety policy, undertaking risk assessments where appropriate.
3. To assist the Facilities Manager to ensure that contractors are working to appropriate health and safety standards.
4. To be aware of the school's emergency response procedure.
5. To successfully complete health and safety courses as directed by the Facilities Manager and Head of Finance and Business.

### **Security**

1. To be a named key holder and to be responsible for the safe and secure opening of the premises and site.
2. By prior agreement to respond to emergency calls outside of core hours.

### **Building, Plant and Site Maintenance/Repair and Grounds Maintenance**

1. To ensure that any maintenance tasks noted during opening and closing are placed onto the computer-based help desk system.
2. To support access requirements for external contractors.

### **Cleaning**

1. To assist the Facilities Manager in overseeing the performance of external cleaning contractors and dealing with matters of concern.

## **Assemblies, School Events and Lettings**

1. Subject to agreement set up and clear away as required, furniture and equipment for assemblies, examinations, school events and lettings.
2. To liaise with individuals/organisations letting the site and ensure that they are aware of the action to be taken in the event of an emergency.
3. To ensure that premises staff positively promote the school at all times when dealing with the public.
4. To ensure equipment and furniture is set up and/or cleared away and/or delivered to agreed locations within the site as requested.

## **General**

1. To wear the site uniform (black boots, trousers, polo shirt, fleece) provided by the school.
2. To provide the above service within core and any agreed additional hours, including during letting periods and during emergency callout situations.
3. To undertake other work of an appropriate nature and in the interests of the school as directed by the Facilities Manager, Head of Finance and Business or Head teacher.
4. To liaise closely with other members of the site team in order to provide a high-level of customer service.
5. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
6. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

## **Work Pattern**

1. Any requirement for overtime to cover holidays, sickness and weekend working will be by prior arrangement.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**March 2024**