



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Weekend Site Team Worker and Lettings Assistant
Grade:	NJC scale 5 (currently £10.01 per hour)
Purpose of Job:	
<p>To support the School Site Team with the weekend running of Lettings. To include securing and safety of the school, cleaning and maintenance duties and assisting school visitors.</p> <p>This role could offer a flexible job share between two employees, offering alternate weekends</p> <p>To start: as soon as possible</p>	
JOB DESCRIPTION	
The core role includes:	
<ul style="list-style-type: none">• Open and lock up main school and sports building• Carryout swimming pool cleaning duties• Carryout swimming pool reading and record• Check all toilets, shower hourly clean and record• Management of the squash court booking and their use- checking memberships etc• Management of the weights and cardio rooms use – carrying out inductions – checking membership• Empty all internal bins in changing areas• Set up Collier Centre for letting• Assist in clearing Collier Centre after letting• Empty outside bins• Assist Cricket teams in match preparation-open/lock social club Covers/Sawdust wicket etc. clean up afterwards• Check and clean and record Cardio room• Check and clean and record Weights room• Weekly scrub sports hall floor and store room• Weekly clean and record of pool plant room areas• Litter pick site• Check all fire doors and record• Customer service• Site presentation• Check first aid and record supplies• Empty weekly recycling bins• Assist in cleaning up after school events	
The duties may include any or all of the following:	
<ul style="list-style-type: none">• Contributing to the overall ethos of the School• Contribution to the promotion of a positive and safe environment• Establishing a productive working relationship with Site Team and other users of the school• Liaising with staff as appropriate• Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person• Participating in training as required• Communicating effectively with the Site Team• Carrying out any other duties as may reasonably be requested by the Site Manager.	

PERSON SPECIFICATION**Preferred skills, personal attributes or experience**

- Good communication skills
- Ability to plan own workload and be aware of priorities
- Willingness to develop and learn new skills
- Motivation to problem solve
- Ability to use discretion and understand the importance of confidentiality
- Motivation to work in an educational setting
- Ability to recognise and maintain personal boundaries with students
- Commitment to the ethos of the school