

# CHALKHILL PRIMARY SCHOOL

Barnhill Road - Wembley - Middlesex - HA9 9YP



***'Learning together to aspire and achieve.'***

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**Follow us on Twitter:** @Chalkhillschool

**Interim Head teacher:** Mrs Heidi Shanker

## **JOB DESCRIPTION FOR CARETAKER/CLEANER FOR A ZERO HOUR CONTRACT**

### KEY RESPONSIBILITIES

The role includes:

- Being a key holder and recognising the responsibilities that this entails such as out-of-hours. opening and locking of the venue and the ability to be the emergency 'on call' contact for hirers.
- Setting up and taking down tables and chairs as per the diary's requirements.
- Laying carpet in specific areas if necessary.
- Checking the building after hirers.
- Checking regularly for H&S or repair issues.
- Oversee the car park during and after the event.
- Undertake any additional cleaning required over and above the commercial cleaning routine.
- Demonstrating the use of equipment to hirers.
- Assisting hirers with any unplanned issues or requirements during their hire session.
- Be willing to undertake training that is appropriate to the role. For example, manual handling training, health and safety training, fire marshals training (this list is not exhaustive).
- Being aware of and working to COSHH.
- Work to a flexible and adaptable timetable.
- Excellent time keeping.
- Knowledge of Health and Safety responsibilities.
- Knowledge of evacuation procedures for the site.
- Basic DIY and maintenance experience an advantage.
- Additional duties as determined by the Bursar and Site Manager.



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