



Highclare School

Key Holder Job Description

Job Purpose:

To undertake the role of casual Key Holder across all three sites of Highclare School and Highclare Sports Field, to facilitate lettings of our onsite facilities. You will be responsible for opening and locking up the premises on evenings and weekends, ensuring all appropriate security measures are in place.

The post holder will report to the Facilities Manager / Business Manager on a regular basis to ensure the safety and security of the school premises.

Duties and Responsibilities

1. To act as key holder, carrying out security procedures for the buildings and grounds, including opening and locking up all buildings, including alarms.
2. To assume responsibility for closing the site at the end of the letting, including an inspection of the premises to ensure that all doors, windows and other points of entry are properly secured and ensuring lights and other equipment are switched off as appropriate.
3. To respond to calls outside normal working hours as a result of break-ins, etc. and/or the setting off of the burglar/fire alarm(s). You will be on the emergency contact list.
4. To call the appropriate emergency services as and when required.
5. To monitor the standards of cleanliness of the premises and report any deficiencies to the Facilities Manager.
6. To draw attention to the Facilities Manager to any repairs or maintenance work required.
7. To promote and ensure the health and safety of visitors at all times, in accordance with appropriate health and safety legislation.
8. To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
9. To undertake such duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.
10. To attend and participate in staff meetings and briefings with the Facilities Manager as appropriate.
11. To undertake appropriate training and re-training as required for the role.
12. To contribute to the overall ethos, work and aims of the school.

Person Specification

1. A flexible approach to working arrangements.
2. Awareness of Basic Health & Safety.
3. Good level of Numeracy and Literacy.
4. Pleasant, patient and helpful personality.
5. Ability to work on own initiative and as part of a team.
6. Ability to work effectively under pressure.
7. Ability to communicate with a range of different people.
8. Reliable and trustworthy.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.