

## Caretaker & Music Resources Support

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<b>Department:</b>	Children, Young People, Education and Skills
<b>Division:</b>	Jersey Music Service
<b>Reports to:</b>	Business Manager
<b>JE Reference:</b>	CYP1163
<b>Grade:</b> MW05	<b>JE Date:</b> 07/08/2023

To ensure the effective, efficient and safe use of Jersey Music Service premises by carrying out minor repairs, cleaning and grounds maintenance.

To manage, maintain and support Jersey Music Service's large inventory of resources including musical instruments stored in the service, and support with the movement / transportation of resources to schools and for setting up of concerts / events.

### Job specific outcomes

- Check and maintain the security of the service premises and its contents.
- To carry out the service cleaning on a daily basis as well as maintain grounds.
- To report and act upon any faults or damages.
- To carry out maintenance where applicable
- Liaise and arrange schedule for tradesmen/contractors and ensure necessary work is undertaken.
- Act as a fire marshal & First aider
- General porter duties such as the movement of furniture / equipment.
- Manual handling of heavy goods such as musical instruments and music resources.
- Cleaning and fixing of musical instruments
- Movement of all stock and deliver and return in transportation and various other resources for concerts/event, examinations and schools following GOJ policies and procedures.
- To work with a senior member of the management team to undertake health, safety and security inductions for all service users.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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**Organisational structure**



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>Basic understanding of property maintenance.</p> <p>Good standard of education - GCSE level in Numeracy and Literacy.</p>	St Johns Ambulance First Aid qualification.
<b>Knowledge</b>	Hold or be willing to work towards training in Safeguarding Children, GDPR & Health & Safety procedures such as Manual Handling.	Fire Marshall qualification Health & Safety qualification
<b>Technical / Work-based Skills</b>	<p>Proven maintenance and DIY skills.</p> <p>Clean driving licence</p> <p>General DIY skills which may include painting, joinery, welding, plumbing.</p> <p>Basic computing skills.</p>	<p>Experience of handling cleaning chemicals in line with COSHH guidelines.</p> <p>Knowledge and understanding of musical instruments as well as familiarity with musical scores and sheet music would be advantageous.</p>
<b>General Skills/Attributes</b>	<p>Good organisational skills to prioritise workload and work calmly, using own initiative.</p> <p>Good attention to detail.</p>	

	<p>Good interpersonal skills to liaise effectively with a wide range of professional groups.</p> <p>Ability to develop a good working relationship with staff, parents, pupils and visitors to JMS.</p> <p>Ability to quickly learn new and varied skills.</p> <p>Ability to work effectively as part of a team</p>	
<b>Experience</b>		A background in music or understanding of basic instruments and terminology.