

SCHOOL MAINTENANCE PERSON

Job No: 980

Salary Scale: Grade C

Hours: 9 hours per week over 40 weeks

JOB DESCRIPTION

Responsible to: The Headteacher

Line Manager: Site Manager

Responsible for: Grounds and maintenance of school site

Main Purpose of the Job

General Responsibilities

Reports to a Site Manager. Will not manage staff, but may from time to time allocate tasks to others. Will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Will primarily undertake routine gardening and/or routine maintenance duties, but may be required to deal with less straightforward issues or some specific tasks which require additional skills or knowledge. Will be able to undertake work consistent with basic or comparatively basic knowledge and skills, within readily understood rules.

Specific Responsibilities

PREMISES MAINTENANCE

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the Headteacher and Site Manager to be mindful of the day to day maintenance and repair budget
- To advise on a rolling programme of redecoration/refurbishment projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To monitor requests for minor works and ensure they are undertaken as expeditiously as possible and actions recorded in a timely manner
- To liaise with the gardening contractor ensuring the school grounds are maintained to a high standard. To carry out general grounds maintenance tasks to ensure the school is well presented and safe

SECURITY

- To have a shared responsibility for the security of the premises, liaising with DCC/Security/Police and other emergency services in this respect as necessary
- To monitor, report and advise the Site Manager on all security matters

GENERAL SITE DUTIES

- To monitor the school heating and hot water systems
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are clean and set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall floors are kept clean and polished and that non-teaching areas are kept clean
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To organise the provision of a portaging and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials

- To carry out emergency cleaning if required including bodily fluids after accidents adhering to health & safety procedures

HEALTH & SAFETY

- To ensure that all working practices for the Premises Team comply with current legislation
- To support in providing safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

ADMINISTRATION

- To order repairs and maintenance items in liaison with the Site Manager
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To carry out regular H&S inspections and Risk Assessments with the Site Manager

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

School Maintenance Person

PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you meet these requirements.

Qualifications and Experience

- experience or skills in a trade or in school/other site maintenance/caretaking role
- ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc
- ability to operate and understand electrical/mechanical systems
- risk Assessment experience
- Competent at basic building repairs and maintenance
- able to use small industrial, electrical and mechanical equipment

Ability, Skills, Knowledge

- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Good communication skills
- Good numeracy and literacy skills
- Basic IT skills
- Sound planning and negotiating skills
- Ability to manage own time effectively and demonstrate initiative including establishing priorities
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
- Ability to adapt to changing and conflicting demands
- Ability to be flexible and work as part of a team or individually as required
- Ability to demonstrate an understanding of children
- Willingness to contribute to the life of the school
- Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies and practice