

Salary:	Grade C on the NJC Pay Scale, points 5-6
Responsible to:	Assistant Site Supervisor
Date of Job Description:	April 2022

Purpose of the Role:

To assist in the maintenance, cleaning and security of the school premises and site, ensuring a safe working environment as directed.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

Key Duties

1. Ensure that buildings and the site are secure, including locking and unlocking of buildings at predetermined times;
2. Keep records relating to maintenance and security.
3. Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.
4. Handle cleaning materials in line with COSHH regulations.
5. Undertake general portage duties including moving furniture and equipment within school.
6. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
7. Maintain and undertake minor repairs to site, furniture and fixtures.
8. Responsible for using and storing equipment and consumables.
9. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
10. Receive deliveries to the school site.
11. Collect and assemble waste for collection.
12. Adhere to safeguarding procedures.

Individuals in this role may also:

1. Periodic cleaning of designated areas of the school building and grounds according to instructions.
2. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
3. Act as a designated key holder, providing emergency access to the school site.
4. Act as school contact in relation to premises related contractors.
5. Organise testing for asbestos and other health and safety procedures.
6. Demonstrate cleaning duties to new or less experienced staff.

Indicative knowledge, skills and experience

1. Requires knowledge of policies, procedures in relation to school security, relevant health and safety regulations, minor maintenance and repairs.