

POST TITLE:

BUILDING MAINTENANCE OFFICER

GRADE:

Band 6 (SCP 9 -12)

**REPORTING
RELATIONSHIP**

Post holders will report to the Principal via the School

JOB PURPOSE:

To support the overall maintenance and security of the School buildings by carrying out general caretaking duties. In addition, responding to requests from staff and the line manager with regard to repairs and maintenance, redecoration and other general work within the capacities and training of the post holder.

POST NO.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).

1. Carry out minor maintenance repairs / handyperson duties in school buildings and to school equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris – excluding contractor debris, repairing school furniture as required, erection of shelving, notice / display boards, hanging of pictures (please note that this list are examples only, and is not exhaustive).
2. Carry out minor cleaning duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, dog / cat foul).
3. Conduct and record regular testing of alarms in school building(s) including Fire Alarms and Security Alarms. This is in addition to other weekly/monthly compliance testing within the school.
4. Ensure that all fire fighting equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits.
5. Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and, where evident, offending items are removed or protected in line with health and safety standards.

6. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather.
7. Advise contractors on site of school health and safety procedures when carrying out work, together with the completion of the appropriate paperwork.
8. Maintenance of the Boiler House as required including the reporting of major repairs the Estates Manager.
9. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
10. Checking, safekeeping and ordering (where appropriate) of school supplies relating to building cleaning, maintenance and security items.
11. Service of any lettings organised by the school, including the setting out of any equipment and / or furniture as required by clients.
12. Responsibility for the security of the school building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
13. Responsibility as a joint key holder for school with the security company and undertake associated call-out duties on behalf of the head teacher on a 24 hours basis. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building(s) is / are secure.
14. Porterage of supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff.
15. Working with and in co-operation with cleaning staff employed by a third party contractor enabling the 'deep' cleaning of the school.
16. Working with contractors during the school holidays directing any planned work during this period.
17. Having a proactive approach to repair, maintenance and the up keep of the school, ensuring this is planned into the schedule before issues arise, and liaising with the school and Estates Manager.
18. Ensuring that all documentation is completed for weekly/monthly compliance testing as detailed by the Trust.
19. Taking pride in the appearance of the school inside and out.
20. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
21. The post holder must carry out his/her duties with full regard to Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and

consistent manner.

22. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
23. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Reid Street Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: March 2025

**GENERIC PERSON
SPECIFICATION: BUILDING MAINTENANCE OFFICER**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	To have served a full apprenticeship in plumbing, electrical, building, mechanical or equivalent discipline	AF/I/R
Experience & Knowledge	E1	At least 1 year's practical experience in building maintenance, heating, ventilating, electrical or similar work	AF/I/R	D2	Caretaking experience at a school setting and knowledge of school policies	AF/I/R
	E2	Experience in the application of Health and Safety legislation	AF/I/R	D3	Experience of serving lettings	AF/I/R
	E4	Experience of cleaning in contract / industrial setting / environment	AF/I/R			

Skills	E5	Ability to respond to changing priorities	AF/I/R	D4	Manual Handling experience and training	AF/I/R
	E6	Ability to work on own and prioritise own work load	AF/I/R	D5	Ladder Safety training and experience	AF/I/R
	E7	Ability to communicate effectively with contractors and school staff	AF/I/R			
Personal Attributes	E8	Flexible approach to working arrangements in line with the duties of the post	AF/I/R			
	E9	Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed	AF/I/R			
Special Requirements	E10	Ability to comply with the No Smoking at Work Policy and No Alcohol at Work Policy	AF/I/R			
	E11	Capacity for independent travel in line with the duties and requirements of the post	AF/I/R			
	E12	Motivation to work with children	AF/I/R/D			
	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R/D			
	E14	Suitability to work with children	AF/I/R/D			

	E15	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF/I/R/D			
--	-----	--------------------------------------------------------------------------------------------------------------------------	----------	--	--	--

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references