



JOB DESCRIPTION

Job Title:	School Site Maintenance Assistant/Caretaker
Grade:	E
Hours:	37 hours per week
Responsible to:	Estates and Facilities Development Officer
Direct Supervisory Responsibility for:	N/A
Indirect Supervisory Responsibility for:	N/A
Important Functional Relationships:	<u>Internal:</u> Estates and Facilities Manager/Operations Manager, Headteacher, Leadership Team, Staff, Pupils <u>External:</u> Suppliers of Goods and Services, Contractors, Cornwall Council Departments, Contract Maintenance/Cleaning Staff, Visitors to the School

Main Purpose of Job

To undertake general maintenance and cleaning of the school buildings and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school building.

Duties and Responsibilities

1. To act as joint keyholder for the site, ensuring security at all times including undertaking open up/lock up duties and setting the alarms. To liaise with the emergency services as required.
2. To undertake routine maintenance and minor repairs/refurbishments of premises, grounds, facilities, equipment, fixtures and fittings as necessary.

Minor repairs to include basic plumbing, door/window repair, floor and ceiling maintenance. Refurbishment to include removal and disposal of redundant fixtures and fittings / making good areas in readiness for painting/refurbishment and carrying programmes of painting and refurbishment as required.

3. To report any defects in buildings, grounds, facilities, equipment and safety/security systems observed in the course of duties and to liaise with manager (Estates/Operations) and approved contractors in resolving. To undertake regular roof/gutter and drainage checks/clearance.
4. To carry out scheduled compliance audits in support of health and safety requirements including checks on fire extinguishers, fire alarm system, emergency lighting, water (legionella), glazing, slips, trips and falls, and evacuation routes. To report defects or concerns to manager (Estates /Operations).
5. To attend to school lettings and out of hours activities taking place within the school, ensuring the school's regulations and requirements relating to out of school hours lettings and activities are adhered to.
6. To provide practical support in arrangements for portorage, site management, meetings and events. To include setting up chairs, tables and other equipment. Moving of equipment and providing support with facilities including power, light and water.
7. To assist in maintaining the safety and security of the premises.
8. To be part of the school evacuation team and participate in evacuation processes as agreed and in accordance with the school's recognised evacuation procedure. To include relevant training (fire marshal/fire extinguisher use) and risk assessments.
9. To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure that the grounds, access roads, pavements, steps and playgrounds are safe for use at all times.
10. To undertake emergency cleaning (toilets/sickness/floods) as necessary.

11. To undertake scheduled and unscheduled cleaning, including periodic carpet/furniture cleaning, and high-level cleaning. To undertake relevant training and risk assessments.
12. To monitor and facilitate the efficient operation of the heating, water and lighting systems. To liaise with manager (estates/operations) and external contractors to deal with concerns and ensuring all in good working order.
13. To take deliveries of stores, materials and other goods and to undertake portorage duties as required, including the moving of bulky items within the scope of physical capability and competence adhering to manual handling training, risk assessments and best practice, including the use of appropriate equipment.
14. To be available for emergency call-out and/or emergency flexible working hours as and when required.
15. To record and monitor gas/electricity/water meter readings/returns as required.
16. To attend regular site meetings and adhere to instructions from manager.
17. Where relevant training and licence requirements exist, to drive or escort students, providing personal and physical assistance as required during the course of journeys, supervising students boarding/alighting vehicles and during the course of the journey so as to ensure safety and security during the course of all journeys.
18. To undertake general driving duties associated with other school activities, i.e. deliveries, collections, etc.
19. To be aware of and adhere to rules, regulations, legislation and procedures applicable to the role including health and safety, COSHH, manual handling, asbestos, working at height.
20. To be part of the shift system to ensure site team cover over the extended school day. To be flexible in working hours in support of planned after school events.
21. To undertake gardening/grounds maintenance duties as required.
22. To check and maintain levels of consumable items on a daily basis and replenish stocks, including hand sanitiser, soap, toilet paper and hand towels.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies, and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: March 2024

Updated by: Trust Senior Operations Officer



PERSON SPECIFICATION

Job Title: Maintenance Assistant/Caretaker

Department: SMART

Attributes	Essential	Desirable	How identified
Relevant Experience	Good standard of practical knowledge, skills and experience of building and grounds maintenance work.	Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment.	Application form/ interview
Education and Training	Level 2 NQV, GNVQ or GCSE qualifications plus suitable trade qualification (or relevant experience). Level 1 qualification may be considered if accompanied by extensive relevant experience.	Basic health and safety qualification. Lifting and manual handling training. High level cleaning safety training.	Application form
Knowledge and Skills	Good practical skills Good organisational skills Good communication skills General knowledge of building maintenance	Driving licence Minibus driving experience	Application form/ interview
Any Additional Factors	Ability to work on own initiative		Interview

	Self-motivated		
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Date Updated: March 2024

Updated by: Trust Senior Operations Officer