



Lacon Childe School

Estates and Facilities Site Staff – Maintenance Job Description

Location: Based at Lacon Childe School but across all sites

Salary: NJC points 7 - 11

Reporting to: Premises Manager

Main Duties and Responsibilities

To lead on organising and completing reactive and proactive maintenance tasks across all Trust Schools.

Carry out planned maintenance days at each Primary school in line with the Premises Manager's requirements.

Ensure statutory compliance checks are completed at each Trust school in line with current legislation.

Liaise with contractors at each Trust school as and when required.

Ensure tools and materials are up to date and a logbook is kept.

Assist the Premises Manager and Trust Estates Manager with building improvement plans.

Assist the Estates team with daily routine tasks and keep all washroom stock levels in adequate condition.

Assist the Estates team with grounds maintenance tasks, including lining of sports pitches.

To ensure the general running of the school environment is maintained daily.

Carry out general DIY tasks across all Trust schools.

Complete small projects in line with the Trust Estates Manager/Premises Manager's improvement plans.

Prepare and set up hall for school events, exams, parents evenings etc.

Health and safety

Ensure statutory compliance across all Trust schools is in date and in line with current regulations.

Use electronic recording and record keeping evidencing statutory compliance and safety checks have been completed.

Ensure all Trust school sites are following the Trust H&S policy and report any defects to the Premises Manager.

Carry out statutory compliance checks across all Trust schools to ensure records are kept up to date and in line with current legislation.

Under the direction of the Premises Manager conduct regular H&S walks across all schools.

Maintaining equipment

Servicing and carrying out safety checks on all equipment.

Reporting faults to the Premises Manager.

Operating safely in line with current government legislation and the Trust H&S policy.

Daily record keeping of general maintenance, statutory compliance, washroom stocks, materials, and equipment.

Maintenance

Complete general DIY tasks across all Trust schools.

Respond promptly to emergency situations (e.g. leaks, outages, weather damage)

Undertake both reactive and proactive maintenance tasks.

Liaise with the Premises Manager for planned maintenance tasks.

Undertake painting, decorating, plumbing, carpentry.

Whole school

Porterage – ensure deliveries are distributed.

Assist all the cleaning teams across the Trust when required.

Undertake servicing of onsite equipment.

Act as relief minibus driver to cover for absences assisting the Transport team with minibuses runs and maintenance tasks.

To carry out small projects in line with the Trust Estates Lead's yearly improvement plan.

Grounds

Assist the Estates team with grounds maintenance across all Trust schools.

Make sure all Trust school sites are clean and tidy and external bins are emptied regularly.

Key holding duties

To hold keys for all SGET Trust Schools.

To be on out of hours call for security reasons if security confirm an activation.

To assist the Premises Manager with site security across all Trust school sites.

To ensure keys are always organised and available.

Assist with site security, including opening and locking up buildings as required.

Primary Sites

To undertake above duties during planned primary site maintenance days.

To be available on call for emergency reactive maintenance.

The post holder is expected to participate in training and personal development in line with their responsibilities and to share this knowledge with colleagues.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Trust Estates Lead.

September 2025