



Premises Team – Property Services Engineer Job Description

Accountable to: Estates Manager/Deputy Estates Manager
Hours of Employment: 37 hours per week, year-round (usually Mon-Fri, 8am-4pm, with holidays taken out of term time)
Role: To act as a proactive custodian of our school's buildings and grounds, ensuring they are safe, well-maintained, and continuously improved to provide an outstanding learning environment for students and staff.

Responsibilities Include:

- Maintaining and improving the school's buildings, grounds, and facilities to ensure they remain safe, functional, and inspiring;
- Delivering planned and reactive maintenance and statutory checks across electrical, plumbing, and building systems;
- Contributing to practical works on refurbishment projects to enhance learning spaces and staff areas;
- Ensuring compliance with health, safety, and statutory requirements, including record-keeping and inspections;
- Coordinating with contractors and suppliers for specialist works and upgrades;
- Supporting sustainability initiatives and energy efficiency improvements.

Core Shared Duties of all Premises Team Members:

- **Actively monitor and maintain site standards** by identifying, addressing, and reporting any issues that compromise safety, security, or the quality of the learning environment;
- **Provide a visible, approachable presence** across the school during working hours to build trust with students, staff, and visitors. Participate in scheduled lunchtime site walks to support positive behaviour and encourage tidiness (e.g., asking students to clear litter before the end of lunch);
- **Contribute to team rotas** for routine tasks and assist in covering absences to maintain service continuity;
- **Fulfil fire safety responsibilities** by acting as a duty fire warden during drills or alarms.
- **Support annual premises tasks** as outlined in the premises planner, ensuring flexibility and collaboration across the team;
- **Engage in ongoing professional development** to proactively develop technical skills through training and on-the-job learning to expand capability;
- **Maintain site security during non-operational periods** by coordinating holiday requests and collaborating on team rotas;
- **Undertake any other reasonable duties** as directed by senior staff to ensure the smooth operation and safety of the school site.

Main Specific Duties Relevant to Specific Responsibilities:

- **General maintenance and repairs:** carry out routine and reactive maintenance tasks, including minor plumbing repairs (e.g., fixing leaks, replacing taps), basic electrical work (e.g., replacing light fittings), and carpentry tasks (e.g., repairing doors, shelving);

- **Refurbishment and decoration:** undertake design and improvement projects such as remodelling, painting and decorating classrooms, laying carpet tiles, and installing noticeboards or fixtures to enhance learning spaces;
- **Compliance and safety checks:** complete statutory checks and record-keeping for fire safety systems, emergency lighting, water hygiene, and other compliance requirements;
- **Project support and coordination:** assist with small-scale refurbishment projects, liaising with contractors where specialist work is required, and ensuring quality standards are met;
- **Grounds and external areas:** maintain outdoor spaces, including minor repairs to pathways, fencing, and playground equipment, and support seasonal tasks such as clearing leaves or gritting paths;
- **Sustainability initiatives:** support energy-saving measures and contribute ideas for improving environmental performance across the school site.

Wider School Responsibilities of all Support Staff:

- Provide supervisory duty acting as an adult presence, as part of a wider team of support staff, patrolling outdoor play spaces during a part of the school lunchtime;
- Step in to provide emergency staff cover/invigilation when needed;
- Be willing to fully engage with the wider life of school experiences which provide the best possible educational provision for TBGS students;
- Move hours to support at occasional out-of-hours events (e.g. assisting with refreshments, providing first aid, talking to parents etc.);
- Any other appropriate tasks, as required by senior staff for the effective day-to-day operations of the school.

Person Specification

	Essential	Desirable
Qualifications	Evidenced by: appropriate original certificates	
Level 2 (GCSE) English and Maths		✓
Relevant qualifications in buildings maintenance or related fields		✓
Manual handling (or willingness to complete this once employed)		✓
First Aid certification (or willingness to complete this once employed)		✓
Full UK driving licence		✓
Experience	Evidenced by: application form, Interviews, references	
Experience in premises or facilities maintenance		✓
Knowledge of plumbing, carpentry, decorating, and general repairs	✓	
Commitment to understanding and following health and safety regulations	✓	
Basic skills, characteristics and competences	Evidenced by: application form, Interviews, references	
Awareness of and commitment to the safeguarding and welfare of children	✓	
Ability and willingness to communicate on a day-to-day basis with staff and students	✓	
Ability to understand and a willingness to work within the wider life of a school setting	✓	
Personal qualities	Evidenced by: application form, Interviews, references	
Approachable and friendly	✓	
Excellent organisation and communication skills	✓	
Pragmatic and a problem solver	✓	
Ability to seek and act on advice	✓	
Strong team player	✓	
Positive “can-do” attitude	✓	