

<b>Salary:</b>	NJC Pay Scale, Grade F
<b>Responsible to:</b>	
<b>Date of Job Description:</b>	June 2023

## Purpose of the Role:

To be accountable to the senior leadership team for ensuring the quality of the security, premises related health and safety maintenance and cleaning within the school. Manage a budget

## 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. Be responsible for ensuring the security of school buildings and site
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Arrange for and undertake general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
4. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
5. Responsible for regular maintenance checks and follow-up actions
6. Provide advice and plan cost effectively annual long term maintenance requirements and make recommendations to the senior leadership team
7. Provide a degree of analysis and planning to ascertain the nature and extent of repairs and maintenance and procure contractors
8. Responsible for contractors whilst on site and ensure work is completed to the required standard
9. Purchase premises related equipment and supplies within agreed budget
10. Responsible for the regular checking of systems such as heating, cooling, lighting and security (including CCTV and alarms)
11. Operate the heating plant, cooling and lighting systems
12. Arrange tenders and quotes and manage the appointment of external contractors
13. Line manage other premises staff.
14. Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations
15. Liaise with other school staff/departments on premises issues.
16. Adhere to safeguarding procedures

**Individuals in this role may also:**

1. Provide training on health and safety issues to other staff.

**Indicative knowledge, skills and experience:**

1. Knowledge of policies and procedures for premises security, repairs and maintenance, technical knowledge and understanding of heating, lighting and security systems, ordering of supplies, commissioning contractors, facilities management, health and safety

2. Knowledge and skills equivalent to current national qualifications level 4 in a relevant field or equivalent experience
3. Experience of facilities and contract management and supervisory experience.
4. Experience in communicating orally and in writing with contractors on site and school and premises staff