

## Job Profile

**Job Title:** Site Maintenance Coordinator

**Job No:** CAT0053KPS

**Reports to:** Head Teacher

**Location:** Newlands Primary School

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### Function of the post:

Responsible for the management and maintenance of the site, ensuring the school is a safe, clean and welcoming environment for pupils, staff and the wider school community, and is statutorily compliant with building and health and safety legislation and regulations.

### Principal Accountabilities:

1. Ensure the site and all areas of the premises are secure, undertaking daily security checks including locking and unlocking of the building and setting the alarm.
2. Manage all works and maintenance undertaken by contractors, ensuring works have been completed in line with specifications required, completed to a good standard, with snag lists drawn as appropriate, and that the works comply with legislative or statutory regulations and completed in accordance with the works schedule.
3. Perform a broad range of duties in line with health and safety regulations, including, but not limited to, maintenance tasks, redecoration, grounds maintenance, asbestos management, legionella management, site risk assessments etc.
4. Perform a broad range of cleaning tasks throughout the course of the school day to ensure communal areas, including toilets, are clean and of a good standard at all times.
5. Complete accurate, detailed and up-to-date records, managing reporting procedures in line with statutory guidelines, and Trust policy and practice in regard to health and safety standards, including fire, legionella, site security, asbestos, emergency lighting, and electrical tests.
6. Operate equipment and systems such as heating, cooling, lighting and alarms ensuring that they are maintained in good working order at all times.
7. Monitor stock and source cleaning, building and maintenance materials in line with school procedure and ensuring best value for money.
8. Support and assist members of staff and visitors with regard to premises management, ensuring the highest levels of customer service are set and achieved and ensure they are operating within Health and Safety related guidelines.

9. As a key holder you will be required from time to time to respond to security alerts. On occasions it will also be expected, with advance notice, to ensure the premises are secure outside of normal working hours, e.g. school events.

### **Other Duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School or the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

### **Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University of Chichester Academy Trust will support the School in continuously seeking to find ways to improve its environmental performance and staff are required to support these aims.

### **Equality and Inclusion:**

The University of Chichester Academy Trust and the School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to comply with its legal obligations detailed in the Equality Act 2010.

You will take responsibility for behaving in ways that are consistent with fair and equitable treatment for all and take responsibility for your own learning and engagement with equality issues and actions and to consider the impact of their actions to ensure that they do not have a detrimental effect on achieving equality of opportunity. Any breaches may lead to termination of employment.

**Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. The University of Chichester Academy Trust is obliged to appoint people who are citizens of the European Economic Area ('EEA') where possible. Immigration guidance information is available at [www.unicat.org.uk/celebrating-diversity-supporting-equality](http://www.unicat.org.uk/celebrating-diversity-supporting-equality).

**Safer Recruitment:**

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced through</b>
<b>Knowledge and Qualifications</b>	<p>Good knowledge of building maintenance</p> <p>Good knowledge of health &amp; safety regulations and best practice</p> <p>Certificate of Training (or willingness to undertake training) in the use of:</p> <ul style="list-style-type: none"><li>- Steps, Ladders and WAHR (incl. step stool)</li><li>- Fire Safety Assessment</li><li>- Moving and Handling of Objects</li><li>- Asbestos Management</li><li>- Legionella Management</li><li>- Workplace Risk Assessor</li></ul>	<p>General understanding of maintenance requirements within a school setting</p> <p>Knowledge of regulatory requirements in managing legionella and asbestos</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Skills</b>	<p>Maintenance skills relevant to the duties of the post</p> <p>Basic IT skills to enable the use of a computer for emails, job orders and reports</p> <p>Ability to prioritise workload and take a proactive lead in premises management.</p> <p>Ability to make decisions appropriate to the situation</p> <p>Problem-solving skills to enable efficiency in the maintenance of the school</p>		<p>Application</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<p>Demonstrable evidence of successful repair and maintenance at a standard that meets regulatory requirements and is efficient for the school</p> <p>Experience of cleaning in an industrial environment.</p> <p>Experienced in liaising and working with contractors to ensure a successful outcome for the school.</p> <p>Experienced in undertaking a broad range of duties that are required to meet health and safety standards</p>	<p>Experience relevant to the duties of the post, ideally in a school setting</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Personal attributes</b>	<p>Professional confidentiality, with a calm approach under pressure and an ability to resolve issues.</p> <p>Ability to work alone and unsupervised whilst being part of a wider team</p> <p>Professional, flexible, conscientious and</p>		<p>Interview</p> <p>References</p>

	<p>reliable approach to the post</p> <p>Good time management and able to meet deadlines</p> <p>Must be prepared to meet the required dress standard including wearing the appropriate PPE, which will be provided.</p> <p>Demonstrate receptive attitude towards ongoing training</p>		
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