

### **Key Purpose of the Role**

To lead on the compliance and Maintenance of a number of Trust Schools in Exeter, including health & safety (H&S), ensuring the academy environment is safe and supports the education of the pupils. This is the main point of contact for Headteachers in all Estates matters and includes the need to respond to emergencies on-site. This role will be delivered via the direction of the Estates Manager and liaison with the onsite Staff and Head Teacher.

This role is graded at St Christopher's Pay Scale grade 7.

### **Line Management**

1. Estates and Facilities Manager

This post will line manage the following:

- In-house caretaking staff

### **Key Roles and Responsibilities**

Under the line manager's direction, be responsible for maintenance, security, and facilities management services; provide specialist support in a specific resource area and maintain school interior, exterior and grounds. Manage caretaking staff across schools to ensure the best use of time and skills.

### **Compliance**

Responsible for the Health and Safety and compliance of a number of academy schools in Exeter, which will include H&S, ensuring each are compliant in the following areas:

- Responsible for the H&S audit and any resulting actions
- Undertaking risk assessments and ensuring actions are completed within an appropriate timescale (30 days if possible)
- Liaising with the H&S advisors at HR One and adhering to their advice and the guidance found in OSHENS
- Setting up any required systems due to changes in legislation or Trust requirements
- Ensuring regular checks are completed in each academy e.g., fire alarms & emergency lighting, fire extinguishers, legionella etc.
- Asbestos management

### **Maintenance**

To carry out, where required, first line repairs and maintenance which are not beyond the competence of the staff concerned:

- Redecoration as appropriate
- Plastering work such as cracked or broken plaster, repairing damaged walls, for example, following the removal of shelving or similar fittings
- To be responsible for preventative planned maintenance programme in respect of buildings, etc. and grounds, and ensure repairs are carried out satisfactorily
- To identify and prioritize maintenance requirements and prepare and organise work programs
- To operate and maintain heating plant, cooling, and lighting systems
- To maintain a safe and clean external environment, e.g., gritting

### **Caretaking**

- To ensure the collection and assembling of waste for collection is being conducted appropriately
- To ensure appropriate levels of heating and lighting

- To ensure the school site is free of litter and obstructions including a boundary site walk every morning
- Sweep paths, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds, and all entrances
- General portage duties and moving of furniture
- Assisting staff with simple tasks as required
- Checking damage/security every morning on arrival at premises
- To undertake regular site inspections
- To identify defects and arrange for repair and maintenance.
- To co-ordinate deliveries to the school site
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms weekly. Maintain test register.

### **Grounds Maintenance**

- Weekly check of roofs for pooling, loose tiles, plant growth
- Clean roller shutters, soffits, bargeboards, and external lights
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of students, parents, staff and visitors
- To undertake emergency cleaning as required
- To undertake Portable Appliance Testing.

### **Maintaining Records**

Responsibility to maintain the following records for each academy:

- Updating the Every system and keeping track of outstanding issues.
- Records of regular checks e.g., fire alarms & emergency lighting, fire extinguishers, legionella etc.

### **Reporting (Statutory & Trust)**

Ensure reporting is undertaken to meet the requirements of both statutory and Trust reporting, which includes:

- Provide information for the monthly operations risk register if required
- Producing information to the termly estates report for the Board via the ESM, which can include H&S reporting and H&S audits

### **Contractor Management**

- Implementation of capital works projects as directed and overseen by Estates and Facilities Manager
- Ensuring contractors on-site are adhering to any H&S requirements e.g. signing asbestos forms
- Managing contractor works being undertaken including being the main point of contact for contractors, which includes SCA funded projects in the school holiday periods
- Liaison between contractors and the academies in day-to-day matters
- Liaise with Estates Manager (ESM) on the effectiveness and value for money of estates contracts e.g. refuse, grounds & CCTV

The role will support the Trust academies across Exeter.

### **General Notes**

This job description outlines the range of duties expected of a postholder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the Trust at the time.

Although the post is based at one of the academies in the Trust, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

### **Acceptance of this Job Description**

<b>On behalf of St Christopher's C of E (Primary) Trust:</b>	<b>On behalf of the Employee:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Date:</b>	<b>Date:</b>