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| **GRADE: G6 REPORTS TO: PREMISES LEAD** | | |
| **1.** | **PURPOSE OF JOB:**  To provide an on-site service including security of the premises and its contents, heating and lighting of the premises, porterage and minor maintenance repairs. To ensure that the premises are cleaned, supervise the work of cleaners / caretakers / assistant caretakers ensuring the work is satisfactory. Team Leader of the cleaning team. Manage a maintenance and repair budget, obtaining quotations for goods and services as necessary. Ensure that the Principal is fully informed on all matters relating to the premises. Conduct safety checks as required ensuring adequate records are maintained. Assist in maintaining the asset management plan. | |
| **2.** | **MAIN RESPONSIBILITIES, TASKS AND DUTIES** | |
|  | i. | To be responsible for the security of the premises and its contents, routine and non-routine, i.e. emergencies, opening and closing of the premises. To report to the Principal any trespass, theft or unauthorised parking of vehicles on the premises. To be a named key holder and the first contact for police in the event of any incidents on the premises. In consultation with the Principal and in accordance with the Data Protection Act, assist the police in seeking information. |
|  | ii. | To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with requirements and recording the event and any issues arising. Checking and testing battery banks for emergency lights where relevant. Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations. |
|  | iii. | To be responsible for energy management, ensuring the efficient running of the heating, electrical, gas and water systems within the school including any necessary frost precautions. Monitoring consumption of these services. To report system failures in accordance with school procedures. Ensure the satisfactory maintenance / repair of equipment and that, where applicable, adequate stocks of fuel are maintained. To carry out regular inspection of ancillary equipment, i.e. pumps in areas of flooding. Where applicable, to operate plant and equipment for swimming pools including attention to water heating and treatment and cleaning as described. |
|  | iv. | Order consumables in accordance with Academy procedures. To obtain value for money with the repairs and maintenance budget as directed by the Premises Lead, obtaining quotations for goods and services as necessary in consultation with the Premises Lead and / or Principal. |
|  | v. | To ensure that all cleaning equipment and materials are maintained in a clean, safe and efficient working condition and be responsible for the security of cleaning equipment and materials. To ensure that all hard play areas, paths and drives remain free from litter and any hazardous materials and that all drains and gullies are free flowing and clean. To clear pathways of snow and apply salt when required and record this action. |
|  | vi. | To ensure that adequate supplies of caretaking stores are maintained and records kept. To receive deliveries of stores, materials and other goods delivered to school and arrange storage. |
|  | vii. | To conduct minor repairs where and, where necessary, arrange for outside contractors to complete works in line with the Academy purchasing procedures. To admit contractors’ employees to premises and direct them to their job location, overseeing contractors work being completed on the premises. |
|  | viii. | To supervise the work of assistant caretakers and / or cleaners and confirm claim forms where required. Liaise with the Premises Lead / Principal regarding private contract cleaning, ensure contract cleaning has been carried out satisfactorily, if necessary pursue appropriate rectification procedures. |
|  | ix. | To deal with lettings as agreed with the Principal and submit claims as appropriate. |
| **3.** | **MANAGEMENT OF PEOPLE:** *(full managerial responsibility, e.g. recruit, appraise, discipline etc.)*  Assist in the recruitment of caretaking and cleaning staff.  Staff training in order to ensure health and safety standards are met and maintained.  **SUPERVISION OF PEOPLE**  Team Leader for up to 6 cleaning and caretaking staff including the quality of work carried out. | |
| **4.** | **CREATIVITY & INNOVATION** *(what innovative & imaginative responses to issues are required to resolve problems?)*  The postholder may be required to re-schedule work where and when necessary in order to fit within the school working day. May be required to organise work around contractors visiting the school. | |
| **5.** | **CONTACTS & RELATIONSHIPS** *(what personal contacts and relationships are required with other people and organisations to carry out the job?)*  Contact with Team Leader.  Day to day contact with other employees at the school & school advocates. Contact with members of the public regarding school lettings.  Supervision of cleaning and caretaking staff.  Day to day contact with students.  Regular contact with contractors, overseeing work carried out on site. | |
| **6.** | **DECISIONS** *(a requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions)* | |
|  | 1. **Discretion**   The postholder may have a wide range of choices within a programme of work, advice may not always be available, but work is carried out within a variety of procedures and policies. | |
|  | 1. **Consequences**   Impact on the school would be quickly identified and easily remedied, i.e. security or cleanliness of premises. | |
| **7.** | **RESOURCES** *(the post holder is personally accountable / responsible for the following:)*  Cleaning equipment and materials, machinery, power tools, ladders, floor care equipment.  Named key holder. | |
| **8.** | **WORK ENVIRONMENT**   1. **Work Demands** *(impact of deadlines and changing and conflicting priorities)*   The postholder may be asked to carry out a number of tasks and conflicting priorities, however, this does not impact on the overall programme of work. | |
|  | 1. **Physical Demands** *(continuing physical effort, bending, lifting, pushing etc.*   Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling, lifting and pushing. | |
|  | 1. **Working Conditions** *(exposure to disagreeable or unpleasant conditions)*   Some lone working may be necessary. Possible exposure to human waste or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises. | |
|  | 1. **Work Context** *(potential risk to safety & well-being, including abuse and aggression)*   Post holder will be at some risk working with cleaning chemicals and equipment, may be at risk of abuse and aggression from trespassers, children, parents and carers. | |
| **9.** | **KNOWLEDGE AND SKILLS** *(required to be fully competent in the post)*  Have a clear understanding of the cleaning standards required.  An in-depth understanding of Health & Safety contained in the Guidance Booklet for Caretakers and Cleaners.  Safe working methods to be used in accordance with COSHH assessments for hazardous substances.  Understanding of the Provision and Use of Work Equipment Regulations.  Knowledge of intruder alarms, CCTV and heating systems. | |
| **10.** | **OTHER DUTIES**  The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. | |

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS & TRAINING** | * Recognised training / qualifications associated with premises management * The ability to understand and apply regulations such as health and safety, manual handling, COSHH, legionella etc. * Clean driving licence | * Recognised risk assessment qualification * Portable Appliance Testing qualification |
| **EXPERIENCE** | * Risk assessment experience * Staff management experience * Experience of keeping accurate premises records, obtaining quotes and negotiating skills * Experience in building maintenance work and / or managing small projects * Obtaining quotes / ordering supplies / following procedure * Driving a D1 category vehicle | -Previous key holder |
| **KNOWLEDGE & UNDERSTANDING** | * A practical understanding of Health & Safety and security issues and the implications for the Academy * An understanding of Health & Safety regulations and COSHH and site security * Deal with emergencies and issues in a positive, calm and systematic manner. |  |
| **SKILLS** | * Competent at basic building repairs, maintenance and decorating * The ability to monitor and assess work and contractors * Good ICT and communication skills * Excellent communication skills * Ability to organise work, prioritise tasks, make decisions and mange time effectively. |  |
| **PERSONAL CHARACTERTISTICS** | * Conscientious and self-motivated * Reliable and trustworthy * Takes pride in jobs carried out * Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving items * Professionally discrete and respectful of confidentiality. |  |
| **SPECIAL REQUIREMENTS** | * An Enhanced Disclosure and Barring check will be required * Able to respond promptly to out of hours call outs or emergencies * Understanding of the importance of safeguarding and a personal commitment to the safeguarding of students |  |