

<b>Salary:</b>	Grade D on the NJC Pay Scale, points 7-11
<b>Responsible to:</b>	Senior Site Supervisor
<b>Date of Job Description:</b>	January 2020

### Purpose of the Role:

To assist in the maintenance, cleaning and security of the school premises and site, ensuring a safe working environment and to assist in the smooth running of the school as directed.

### 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. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required;
2. Take responsibility for one of the key areas of Maintenance / Cleaning / Testing & Auditing
3. Act as a designated key holder for the school premises; providing emergency access to the school site
4. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms);
5. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings, site, furniture and fittings
6. Arrange emergency repairs and regular maintenance and safety checks as directed;
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales;
8. Undertake cleaning of allocated areas in line with specified standards when required
9. Monitor consumables and stock and order supplies;
10. Undertake general portage duties, including moving furniture and equipment within the school;
11. Perform duties in line with health and safety and COSHH regulations and act where hazards are identified, report serious hazards to line manager immediately;
12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules;
13. Be flexible and follow a rota system ensuring the school has site team cover at all times; (Occasional weekend work may be required)
14. Maintain accurate and up to date records
15. Any other duties as directed by the line manager.

## **Individuals in this role may also:**

1. Ensure the operation and maintenance of specialised equipment following training, for example sports / theatrical equipment;
2. Supervise the work of cleaning and premises staff;
3. Facilitate lettings and carry out associated tasks, in line with local agreements;
4. Complete and email reports electronically

5. Be a designated first aider and perform first aid duties as required and in line with training

**Indicative knowledge, skills and experience**

1. Expertise in minor maintenance and repair;
2. Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract and cleaning staff;
3. Experience of communicating with school staff and external contractors (for repairs and maintenance).
4. Computer skills; email, word processing and spreadsheets