

Salary:	NJC Pay Scale, Grade D
Responsible to:	Senior Site Supervisor
Date of Job Description:	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