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| **Purpose of the role** |
| To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.  |
| **Responsibilities** |
| Under the guidance and direction of the Headteacher, Trust Estates Manager and/or senior colleagues;* Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
* Act as the designated key holder for the school premises
* Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
* Arrange emergency repairs
* Arrange and carry out regular maintenance and safety checks following agreed school schedules
* Responsible for the operation of a planned preventative maintenance programme.
* Oversee and monitor the electrical testing of portable electrical appliances and update site records
* Organise and carry out redecoration programmes as agreed with the Headteacher
* Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
* Maintain site records relating to the maintenance of the school site
* Undertake emergency and specialist cleaning tasks
* Monitor stock and order supplies
* Monitor fire safety equipment and carry out fire drills
* Liaise with police, security and surveillance contractors
* Undertake general portage duties, including moving furniture and equipment within the school
* Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
* Assist with safety audits of the premises and contribute to risk assessment activity
* 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.
* Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and that they are appropriately treated during wintry conditions
* Monitor the work of cleaning and other site staff.
* Operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
* Facilitate and undertake lettings, and carry out associated tasks, in line with local agreements
* Promote and ensure the health and safety and staff, pupils and visitors at all times
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| **School Ethos** |
| * Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
* As and when required as directed by teaching staff, to escort pupil’s home with an appropriate colleague.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
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