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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 |
| **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. |