

**Key purpose:**

*To work under the instruction of Head Teacher & School Business Manager to manage the effective and efficient use of the premises and surrounding areas including maintenance of the buildings and mechanical systems, control of installation, ensuring the safety, cleanliness and warmth of the premises, security, repair and upkeep of the property. This will involve supervision of School Caretaker ensuring his duties are covered in the event of his absence. Will also involve managing relationships with the local authority, consultants, contractors, specialists and other professionals. Responsible for ensuring compliance with school policy and risk assessments. Responsible for completing IT and administrative tasks to ensure Health and Safety compliance with all Health & Safety legislation and regulations.*

**Principal Tasks:**

- Manage and provide support to School Caretaker and ensure his duties are covered in the event of his absence.
- Identify, source and arrange structured and agreed training for self and School Caretaker in order to meet the service needs of the school.
- Meet regularly with Head Teacher / School Business Manager to complete site review and agree 5-year plan of essential works including required and desired works.
- Complete preliminary documents for proposed works and feasibility studies.
- Establish & manage constructive relationships with the local authority and other professionals.
- Establish & manage constructive relationships with consultants, contractors and other specialists ensuring compliance with school policies and risk assessments.
- Manage, monitor and instruct maintenance staff and contractors on the premises including ensuring they have authorisation to start work, DBS clearance procedures, pre-start and site meetings and ensure they adhere to Health & Safety Guidelines and their supervision whilst in school.
- After consultation with Head Teacher, identify, source and arrange refurbishments, alterations, etc.
- Maintain selection lists for contractors and consultants for competence, financial stability and value for money.
- Ensure insurance inspections are undertaken and recorded.
- Ensure insurance inspection guidance and recommendations are followed.
- Liaise with local authority on development, refurbishment and other issues (e.g. trees)
- Ensure plans, drawings, maintenance manuals, repair schedules, etc. are up to date and stored securely.
- Complete inventories annually and store securely.
- Ensure premises and site are secure.
- Promote and encourage a positive risk management culture within school, assisting staff where necessary.
- Ensure all tender forms and applications are in accordance with current regulations.
- Contribute to the overall ethos / work / aims of the school.

**Site Maintenance Responsibilities:**

- Identify, source, order equipment and arrange essential repairs or maintenance within agreed budget.
- Complete regular inspections of the buildings and grounds, diagnosing defects and evaluating repairs.
- Ensure rolling statutory 5-year electrical inspection is carried out and maintained.
- Ensure all in-house regular maintenance testing (e.g. fire alarms, emergency lighting, etc.) is completed and maintain records of all checks as agreed.

- Ensure all maintenance and servicing of equipment by external companies is completed and recorded as agreed.
- Liaise and direct the work of all contractors working on site.
- Maintain PAT testing programme for all school items.
- Ensure all appliances are serviced in accordance with current safety policy and procedures.
- Identify, source and arrange all mechanical, heating, ventilation and electrical maintenance and repairs.
- Complete repairs to the building and fabric of the premises within their competence.
- Regularly check buildings and site to monitor maintenance standards, lighting and heating use and report any issues to Head Teacher
- Ensure Caretaker provides safe access to buildings and classrooms in the event of snow, flood and similar situations.
- Respond effectively and undertake emergency and planned maintenance and repairs within capability.
- Manage maintenance of school grounds to a high standard including all lawns and flowerbeds.
- Be aware of the location of essential services including water isolation valves, fire points, gas and power supplies.
- Maintain school plan.
- Complete annual condition survey of building and site.
- Manage schools Asbestos Register in line with local authority guidelines.
- General portage duties where required.

#### **Health & Safety Responsibilities:**

- Update, review and inform Head Teacher of safety features of the building and any particular risks on the premises e.g. high-risk materials, substances, equipment or any other identified risks.
- Co-ordinate the building emergency procedures and initiate the necessary procedures quickly and accurately relating to gas and electricity.
- Ensure compliance with fire safety regulations e.g. maintenance of emergency lighting, signage, etc.
- Ensure school complies with all current legislation in relation to site safety and facilities management including the maintenance of appropriate records.
- Liaise with Fire Safety Advisor, Local Authority Health & Safety Services and other building occupants to ensure a safe working environment and participate in the continuing development of robust, transparent health and safety systems and procedures.
- Be aware, review and update Head Teacher of the activities of other occupants of the building e.g. any proposals to make changes, alterations or refurbishments.
- Ensure lettings clients are briefed on fire safety and evacuation.
- Accompany local authority Health & Safety personnel on regular inspections of the premises.
- Ensure local authority Health & Safety recommendations or audit points are implemented in a timely and cost efficient manner.
- Prepare & record risk assessments.
- Prepare & record COSHH data sheets.
- Maintain Fire Risk Assessments, updating where appropriate and resolving any issues.
- Along with local authority Health & Safety regularly assess and review traffic and parking policy to ensure optimal safety.
- Establish & manage constructive relationship with catering management team to ensure efficient and safe systems are in place.

#### **Security Responsibilities:**

- Maintain and monitor CCTV system
- Ensure security systems (including locking / unlocking procedures) are effective in maintaining

an appropriate level of security.

- As a primary key holder be prepared to attend out of normal working hours as and when required.
- Ensure security procedures are adhered to, reporting any issues to the Head Teacher.
- Monitor traffic on site including adherence to school rules.

#### **Financial Responsibilities:**

- Contribute to schools objectives of achieving value for money in the maintenance and day to day running of the buildings and site.
- Plan and deliver projects on time and in budget
- Monitor the use of heating and lighting to all areas of school to ensure economical use of fuel and water.
- Liaise with Head Teacher, Senior Leadership Team and School Business Manager in the preparation of maintenance and capital expenditure project / work plans.
- Work within local authority tendering guidelines.

#### **Other tasks:**

- Assist Caretaker with furniture moving service to ensure supplies are in place.
- Assist Caretaker with assembly of goods where necessary
- Assist Caretaker to clear away furniture, equipment and other items as necessary in connection with assemblies, parents' evenings, productions, etc.
- Ensure buildings and site are kept clean, tidy and attractive in order to minimise health and safety risks and to ensure school activities can take place.
- Manage refuse and recycling procedures.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

