



## ST Thomas More Catholic High School ROLE DESCRIPTION

| JOB SPECIFICATION  |   |  |
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| <b>Job Title:</b>  |   | Premises, Maintenance and Safety Officer A5192   |
| <b>Position Type:</b>  | <b>Grade/Hours</b>  | <p>N6 £28,371 - £31,099</p> <p>37 hours per week, all year round /permanent</p> <p>Working pattern to be agreed.</p> |
|  | <b>Postholder</b>   | Vacant   |
|  | <b>Contract Status</b>  | Permanent  |
| <b>Responsible to:</b>   |   | Assistant Headteacher Operations   |
| JOB DESCRIPTION – PREMISES, MAINTENANCE AND SAFETY OFFICER – A5192 |   |  |
| <b>Core Purpose</b>  | <p>To co-ordinate and supervise the support of facility and ancillary services within the school to ensure the building is fit for purpose. Undertake reasonable day to day instructions assigned by the Assistant Headteacher Operations. To ensure the delivery of services in accordance with customers service standards, policies and procedures. To provide a professional and efficient caretaking and maintenance service across all school premises.</p> |  |
|  | <p>To maintain a safe environment for students, staff and visitors. To advise the Senior Leadership Team and Governing Body on all health and safety matters.</p>   |  |

### **Main Duties & Responsibilities**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To carry out the various policies and procedures associated with the operation of the facility. Specifically, those relating to; staff supervision, security and access, maintenance and repair and health and safety. To ensure that quality assurance is reflected in all aspects of caretaking and cleaning
- To be responsible for the day-to-day supervision of designated employees, maintaining good working relationships and team working. To ensure that all duties are carried out in an effective and efficient manner for the benefit of all pupils/students, staff, community and other users and that all referrals are routed through the appropriate staff
- To undertake the day-to-day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters and report any faults to the Assistant Headteacher Operations. To receive instructions from the Assistant Headteacher Operations or designated senior staff
- To brief the Assistant Headteacher Operations and senior leadership team on a regular basis on all matters relating to site maintenance
- To assist in the monitoring of the repair and maintenance budget including signing customer job satisfaction notes and ensuring that charges made are in accordance with the agreed rates
- To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by supervising the contracted cleaning staff. Accept responsibility for the security of the premises including the locking of doors, setting alarms, etc, and undertaking call out duties
- To undertake the clearance of snow from all accessible areas and to grit as necessary
- To assist in sorting all repairs and maintenance needs to the Assistant Headteacher Operations and then arranging for quotes/estimates and repairs for any tasks which are outside the post holder's expertise
- To liaise with and to ensure that contractors on site do not cause a health and safety hazard or damage to school property and report matters of concern or noncompliance with contract specification to the relevant contractor
- To monitor heating levels, on a daily basis if necessary and ensure consistent levels of provision. This includes checking controls and arranging for the cleaning and periodic maintenance of the heating systems and associated plant and their inspection
- To undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods
- To carry out portage duties as required including the coordination of the removal and placement of furniture and equipment
- To carry out minor or temporary repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contractors and the inspection of any works undertaken
- To be responsible for routine lighting maintenance
- Routinely to check all firefighting, fire alarm and emergency lighting systems and log all data and coordinate their necessary maintenance and inspections

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|                                    | <ul style="list-style-type: none"> <li>• In conjunction with the Senior Leadership Team, to lead on the implementation of health and safety policies and procedures. To provide advice and guidance to the School's Senior Leadership Team and Governing Body on all health and safety matters</li> <li>• To provide robust facilities checks before and after third party lets</li> <li>• To quality assure works carried out</li> <li>• To report to the Senior Leadership Team on maintenance issues on a regular basis and advise on appropriate remedies and materials</li> <li>• To co-ordinate the Health and Safety training across the school for all staff in accordance with legislation and Trust policy</li> <li>• Maintain a central record of risk assessments</li> <li>• Maintain an up-to-date knowledge of health and safety issues as they may affect the school and its users including disseminating any new information</li> <li>• Arrange for the maintenance and service of minibuses and school vehicles</li> <li>• Arrange training for new drivers of school vehicles</li> <li>• To promote and implement the Trust's Equality policy in all aspects of employment and service delivery</li> <li>• To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures</li> </ul> |
| <b>Child Protection</b>            | <p>✦ The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.</p>   |
| <b>Catholic Life of the School</b> | <p>✦ to play a full part in the life of the school community, to support its distinctive Catholic vision and ethos and lead pupils to do the same to</p> <p>✦ actively support the school's corporate policies and aspirations to</p> <p>✦ adhere to the staff professional code of conduct</p> <p>✦ to comply with the School Health and Safety Policy and undertake necessary risk assessments</p>  |

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive. All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to *'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome'* (RB) and we recognise the intrinsic value all people. St Thomas More Catholic High School will endeavor to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

| PERSON SPECIFICATION   |           |           |        |
|--|-----------|-----------|--------|
| <b>Source Key:</b> A = Application Form, I = Interview, R = References, CC = Checking Certificates |           |           |        |
| Faith Commitment   | Essential | Desirable | Source |
| a practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i> )          |           | ✓         | A/I/R  |

| secure understanding of the distinctive nature of the Catholic school and Catholic education                                      |           | ✓         | A/I/R  |
|---|-----------|-----------|--------|
| involvement in parish community   |           | ✓         | A/I/R  |
| Qualifications  | Essential | Desirable | Source |
| NVQ4 or equivalent in Building or Facilities Management OR significant facilities management experience in a similar role         | ✓         |           | A/CC   |
| four passes (including English & Mathematics) at GCSE   | ✓         |           | A/CC   |
| excellent IT skills   | ✓         |           | A/I/R  |
| be working towards, willing to work towards or already achieved a nationally recognised Health and Safety qualification           | ✓         |           | A/CC   |
| facilities Management qualification   |           | ✓         | A/CC   |
| lifting and manual handling training  |           | ✓         | A/CC   |
| Experience and knowledge  | Essential | Desirable | Source |
| experience of working with a range of contractors   | ✓         |           | A/I/R  |
| knowledge and understanding of Building Management Systems  | ✓         |           | A/I/R  |
| knowledge and understanding of Health and Safety requirements   | ✓         |           | A/I/R  |
| excellent written and verbal communication skills   | ✓         |           | A/I/R  |
| competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs                   | ✓         |           | A/I/R  |
| able to plan, organise and prioritise and manage time effectively   | ✓         |           | A/I/R  |
| ability to work alone as well as part of the whole school team  | ✓         |           | A/I/R  |
| ability to follow instructions and use equipment safely   | ✓         |           | A/I/R  |
| ability to carry out health and safety checks and maintain log books/records  | ✓         |           | A/I/R  |
| ability to communicate effectively with pupils, parents, staff and members of the general public with a calm and courteous manner | ✓         |           | A/I/R  |

|   |                  |                  |               |
|---|------------------|------------------|---------------|
| ability to work in a co-ordinated way with other facilities staff   | ✓                |                  | A/I/R         |
| ability to use computer systems for communication/recording and training purposes   | ✓                |                  | A/I/R         |
| ability to prioritise and manage time effectively   | ✓                |                  | A/I/R         |
| holds a full clean driving licence  | ✓                |                  | A/I/R         |
| evidence of a commitment to promoting the welfare and safeguarding of children  | ✓                |                  | A/I/R         |
| experience of working in a school environment   |                  | ✓                | A/I/R         |
| experience of managing a team   |                  | ✓                | A/I/R         |
| <b>Personal Qualities</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
| a team player   | ✓                |                  | A/I/R         |
| resilience – the ability to cope with competing demands and pressure  | ✓                |                  | A/I/R         |
| well-developed interpersonal skills   | ✓                |                  | A/I/R         |
| flexibility and the ability to adapt as circumstances change  | ✓                |                  | A/I/R         |
| ability to work unsupervised  | ✓                |                  | A/I/R         |
| punctual and reliable   | ✓                |                  | A/I/R         |
| able to use own initiative  | ✓                |                  | A/I/R         |
| prepared to work unsocial hours as part of shift pattern of covering extended opening hours   | ✓                |                  | A/I/R         |
| appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:<br>✦ motivation to work with children and young people<br>✦ ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓                |                  | A/I/R         |