

Scale: D

Range: D1 £28,697 to D5 £31,573 pa

Location: Tanners Brook Primary School

Responsible to: Head of Estates and Safety Management

Job Purpose

To support the effective operation of the school by maintaining a safe, secure, clean and well-presented environment for pupils, staff and visitors. The Site Lead will undertake routine maintenance, site security, health and safety and compliance activities, support contractors working on site, and help ensure that the school's buildings, grounds and facilities are maintained to a high standard. The postholder will play a key role in ensuring the school remains a safe and welcoming place in which children can learn and thrive.

Key Responsibilities:

- To help maintain the school buildings, grounds, equipment and facilities to a good standard.
- To carry out statutory compliance checks as directed and keep the required records up to date using Trust systems and procedures.
- To open and close the school, maintain site security and act as a key holder as may be required.
- To attend agreed emergency call-outs when required.
- To report defects, hazards and repair needs promptly.

Maintenance

- Carry out simple repairs and general maintenance within the limits of your skills and training.
- Carry out basic checks of the buildings, grounds, heating, lighting and other site services.
- Undertake painting and decorating as agreed.
- Keep entrances, paths, playgrounds and external areas safe and tidy.
- Report work requiring a specialist contractor.
- Manage external contractors whilst on site, ensuring safe and efficient delivery of works, requesting quotes, ordering materials and managing contractor attendance, in accordance with Trust procurement procedures and delegated authority.

Day-to-day duties

- Complete opening and closing duties and make sure the site is secure if and when required.
- Set up and clear rooms for assemblies, meetings, parents' evenings and school events.
- Receive deliveries and move furniture, equipment and supplies around the school.
- Support contractors visiting or working on site and report any concerns.
- Respond to authorised maintenance requests and complete tasks promptly.
- Support the school during urgent incidents, bad weather or other operational needs.

Health, safety and compliance

- Maintain a safe and tidy working environment.
- Follow Trust procedures for health and safety, fire safety, COSHH, manual handling and lone working.
- Use tools, equipment and protective equipment safely.
- Carry out statutory compliance checks within the skill level of the post holder, arranging and managing external contractors engaged in specialist compliance checks.
- Complete required training and work within your level of competence.

General

Support for the Trust at an appropriate level, according to the job role, grade and training received, all employees of the Trust are expected to:

- Work cooperatively with school staff, Trust colleagues, contractors and visitors.
- Provide reasonable support to other Trust school sites when required, in agreement with the Head of Estates and Safety Management.
- Support the aims, values, mission, and ethos of the Trust and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare.
- Be aware of health and safety issues and act in accordance with the Trust's Health and Safety policy.
- Contribute to the overall ethos/work/aims of the Trust.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Safeguarding

HISP Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post involves a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Appointment is subject to the Trust's safer recruitment checks, including an enhanced DBS check with children's barred list information, as appropriate to the role.

This job description is not exhaustive. The postholder may be asked to undertake other reasonable duties appropriate to the grade and nature of the role. Training will be provided where required, and any material change will be discussed with the postholder.

Person Specification

Qualifications, and Training (Essential)

- Good standard of literacy and numeracy.
- Willingness to undertake relevant training.
- Ability to meet the travel and call-out requirements of the role.

Experience (Essential)

- Experience of carrying out general maintenance and repairs.
- Experience of identifying and reporting building defects.
- Basic knowledge of health and safety requirements.
- Experience of working independently and managing a varied workload.
- Experience of working with contractors or service providers.
- Experience of using basic IT systems, email and online reporting tools.

Skills & Abilities (Essential)

- Able to carry out a range of practical maintenance tasks.
- Good organisational and time management skills.
- Able to prioritise work and respond to changing demands.
- Good communication skills.
- Able to work effectively alone and as part of a team.
- Able to maintain accurate records.
- Competent in the use of basic IT systems.
- Able to undertake manual handling tasks appropriate to the role.

Personal Qualities (Essential)

- Reliable and trustworthy.
- Takes pride in maintaining a safe, clean and welcoming environment.
- Flexible and proactive approach to work.
- Calm under pressure.
- Positive and professional attitude.
- Committed to high standards of health and safety.
- Able to build positive working relationships with staff, pupils, contractors and visitors.
- Committed to the values and ethos of the Trust.

Safeguarding (Essential)

- Commitment to safeguarding and promoting the welfare of children.



- Understanding of the need to maintain professional boundaries.
- Willingness to undertake safeguarding training and follow school procedures.