

SCHOOL PREMISES/FACILITIES STAFF (CARETAKING, SITE SUPERVISION) Grade 6

Under the guidance of appropriate staff:

be responsible for maintenance, security and facilities management services on school sites and premises and as required provide specialist support in a specific resource area. Be responsible for the maintenance of a clean and hygienic school (interior and exterior) ensuring compliance of statutory requirements.

TASKS - MAINTENANCE

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site
- Undertake lettings and carry out associated clerical tasks

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher / SBM
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher / SBM
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- To undertake Water, Fire & Electrical testing, Asbestos management, Utility management and general upkeep of grounds and building.
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection ensuring to recycle where possible
- Undertake cleaning duties as required and regular litter-picking
- Undertake specialist cleaning tasks such as graffiti removal
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors and if necessary coordinate cleaning requirements
- Ensure that swimming pool and other specialist sports equipment are maintained in accordance with specified standards
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Provide training for staff if required
- *Supervising of cleaners (if not externally organised)*

KEY ACTIVITIES – RESOURCES

- To advise on matters relating to energy control and conservation as required
- Assist with Utility management including regular meter readings
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To assist and undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff & visitors at all times

KEY ACTIVITIES –ORGANISATION & SUPERVISORY/MANAGERIAL

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assisting in the management, administration and operation of lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- If not externally organised direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher
- When required liaise with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Promote and ensure the health and safety of pupils, staff & visitors at all times
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff if required
- Appreciate and support the role of other professionals
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the Bursar, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Experience	<ul style="list-style-type: none"> • Handy person experience • Caretaking/cleaning/site-keeping experience in a school or similar environment
Qualifications/ Training	<ul style="list-style-type: none"> • Willingness to undertake training • NVQ 3 OR equivalent qualification desirable • Good numeracy/literacy skills / GCSE (or equiv) Maths and English

	<ul style="list-style-type: none"> • Proven good ICT skills and calendar management – use of MS office and Google – Word & Excel • Specific training in specialist area
Knowledge/Skills	<ul style="list-style-type: none"> • Willingness to develop knowledge of use of ICT and other specialist equipment/resources • Working knowledge of relevant polices/codes of practice/legislation • Ability to self-evaluate learning needs and actively seek learning opportunities • Proven ability to self motivate and work independently and as part of a team • Ability to relate well to children and adults • Knowledge of Health & Safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to participate in development and training opportunities • Team-leading skills

Commitment to safeguarding

Stockham Primary School is committed to safeguarding and safer recruitment practice Enhanced DBS clearance will be applied for and required for this position as well as Right to Work in UK evidence and a Fit to Work certificate. The school follow the safer recruitment guidance and references will be requested prior to interview. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Commitment to Equal Opportunities

Stockham Primary School recognises the benefit of having a diverse workforce. Stockham Primary School values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 Stockham Primary School welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process.