**Job Description – site team / lettings**

# Job details

**Grade:** KR5

**Reporting to:** Site Manager

**MAIN PURPOSE**

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

To drive and maintain the school minibus

**DUTIES AND RESPONSIBILITIES**

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
2. Keep records relating to maintenance and security
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
4. Undertake minor repairs and small scale school improvement works utilising proficient technical / specialist skills in one or more trade area (carpentry, construction, mechanical, specialist grounds maintenance or plumbing).
5. Work as part of the site team in preparation of job specifications for larger scale school improvement works
6. Under the direction of the Site Manager and Assistant Site Manager oversee onsite maintenance contractors referring any concerns to a manager.
7. Record and monitor use of materials and reorder stock and/order supplies as directed
8. Undertake general portage duties including moving furniture and equipment within school
9. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
10. Receive deliveries to the school site.
11. Collect and assemble waste for collection.
12. Periodic cleaning of designated areas of the school building and grounds according to instructions
13. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
14. Undertake lettings and carry out associated tasks, in line with local agreements.
15. Act as a designated key holder, providing emergency access to the school site
16. Act as school contact in relation to premises related contractors
17. Drive and maintain the school mini bus, refuelling when needed and keeping the vehicle clean inside and out

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job (carpentry, construction, mechanical, specialist grounds maintenance or plumbing). |
| **EXPERIENCE** | Previous relevant experience |
| **SKILLS AND ABILITIES** | Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, etc.  Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.  Ability to plan an organise day to day workload identifying appropriate priorities  Ability to apply practical skills to a range of situations – using experience and discretion to determine the appropriate course of action.  Ability to work without direct supervision and identify / seek guidance where needed  Ability to understand information, advise and liaise with others accordingly, such as dealing with external contractors.  Has written and numeric skills in order to complete more detailed records and reports  Able to communicate using information technology as required for the job |
| **KNOWLEDGE** | Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.  Understands and able to apply Health and Safety procedures relevant to the job such as:   * Manual handling; * safe use of machinery and/or equipment; * COSHH ; * First Aid and Hygiene Practice; * lone working procedures and responsibilities   Able to recognise and to deal with emergency situations  Will need to undertake training to keep knowledge up to date |