

WROTHAM SCHOOL JOB DESCRIPTION

Name	
Position	Member of the Site Team
Salary Scale	Kent Range 4
Responsible to	Site Manager
Responsible for	General Caretaking and Site Maintenance Duties
Date of Appointment	

Hours: 40 hours per week, 52 weeks a year

Core Purpose

- To maintain the buildings and grounds of the school and carry out maintenance on a routine or emergency basis.

Specific Responsibilities include:

- General maintenance and site duties
- Locking, alarming and unlocking buildings and gates
- Respond to alarm call outs throughout the year on a rotational basis including Weekends and Public Holidays
- Secure storage of keys
- Maintenance and improvement to the fabric of the building, painting and decorating
- General external and internal maintenance carrying out minor repairs such as mending broken windows, changing light bulbs and unblocking drains
- Taking receipt of deliveries as appropriate and dispersal to correct locations
- Making sure the premises are clean and that rubbish is collected and taken away, and any graffiti is cleaned up
- Duties which may include tasks such as:
 - General external and internal maintenance
 - Maintenance of grounds
 - Cleaning of any part of the school including, toilets, litter picking, refuse external bin emptying and replenishment of toilet provisions
- To assist Site Manager with Health & Safety, Compliance and maintenance inspections, log results and action recommendations. Students should not be placed at risk by the recommendations of any such report not being acted upon.
- To ensure the fire and fire alarm logs and check record is being kept up to date, as per schedule, and reflects and accurate record

General

To prepare and promote fair and equal treatment of staff and students throughout the courses of performing all duties contained within this job description.

To undertake other duties of a similar level and responsibility as may be required from time to time.

Note

This Job Description may periodically be varied after consultation with the post holder.

Signed Headteacher

Date

Signed Site Member

Date