



SUPPORT STAFF JOB DESCRIPTION

Initiator Role – Site Technician

Aylesham Primary School

Post: Full Time Caretaker 37 Hours per week 7.00-4.00pm Monday-Friday (some flexibility with hours may be required)

Salary: EKC 4 - £25,486 FTE

Actual Pro Rata Salary- £25,486

Responsible To: School Business Manager

Summary of Post: Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises.

Tier of role: Initiator

Key descriptor: Initiator

Scope of role: Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).

Autonomy: Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.

Knowledge of role: Role-specific knowledge is required.

Skills – Technical & Practical: Specific and specialist knowledge, skills and experience relevant to the role.

Qualifications/Experience: Level 3+ in a specific relevant field

Supervision of others: Supervision of others, but no line management

Management by others: Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks.

Key Responsibilities:

1. Undertake general repairs and maintenance around the establishment, inside and out, storing and maintaining resources such as cleaning supplies and equipment.
2. Ensure a safe environment, maintaining security of the site i.e. opening and closing of the premises including those for lettings, checking CCTV, fixing or reporting any problems, attending to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
3. Complete compliance checks, maintain and update records including boilers, fire alarms, water checks and risk assessments as applicable.
4. Support the Business Manager in managing on-site activities, including lettings.
5. Support the senior leadership team with all day-to-day activities associated with the school site.

Specific Duties:

1. To work with the School Business Leader to create a rolling programme of decoration works across the school.
2. To undertake portage duties as required.
3. To maintain the outdoor site, including light gardening, litter picking and repairs.
4. To undertake an interim clean of toilets after lunch.
5. To ensure the schools provision of cleaning materials and products is continually well stocked.

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.



Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's

signature: _____ Date: _____

Postholder's signature: _____ Date: _____

	PERSON SPECIFICATION Tier of Role: Specialist/Officer/Technician	Application	Interview	Shortlisting Weighting
Qualifications and Training				
1.	English and Maths Level 2/ GCSE A-C Grade or Grade 4.	•		6
3.	Level 3 or above in a specific relevant field.	•		6
4.	Evidence of Continued Leadership Development.	•		6
Experience				
1.	Successful experience of working in a relevant field (in an educational setting would be an advantage).	•	•	6
2.	Successful experience of working on own initiative.		•	6
3.	Experience of accurate record-keeping and reporting.		•	4
4.	Specialist experience of practices and processes relevant to role.		•	4
Skills and knowledge				
1.	Competent numeracy and literacy skills.	•	•	6
2.	Competent IT knowledge to advance children's learning.		•	6
3.	Excellent communication skills, written and verbal.	•	•	6
4.	Ability to work independently and to manage own workload and adapt routines and schedules as required.		•	6
5.	Specialist knowledge in specific service areas.	•	•	6
6.	Strong interpersonal skills, listening and observation skills with the ability to deal with difficult/sensitive situations.	•	•	6
Personal Qualities				
1.	Act with honesty and integrity at all times.	•	•	6
2.	Commitment to promoting the ethos and values of the school and trust and the learning community.		•	6
3.	Commitment to own learning and development and desire to share skills and practice with others.		•	6

4.	Commitment to maintaining confidentiality at all times.		•	6
5.	Relentless commitment to inclusion, safeguarding and equality		•	6