

JOB DESCRIPTION

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| Post: | Farm and Site Technician (Cover) |
| Reporting To: | Facilities Manager |
| Post Level & Grade: | Kent Scheme Grade B |
| Hours: | Zero hours - Casual Relief |

Role purpose

Under the direction and guidance of the Facilities Manager the post holder will be responsible for supporting the Facilities and Farm teams in the areas:

- Providing holiday and casual cover for the site team in site logistics and security
- Providing cover for the Farm Supervisor as shown below
- Providing Facilities maintenance support as shown below

This role will involve ensuring the facilities always adhere to our high expectations agenda and provide a productive working environment for staff, students and wider stakeholders. Work hours will be agreed between both parties with as much notice given as possible, this will involve evening and weekend working as agreed with the postholder.

Main duties:

Site logistics and security

- Maintaining the security of the premises by opening and closing premises (including out of school hours and some weekends by reasonable request), repairing doors, latches, fencing and other items as required. This includes the setting/unsetting of the intruder alarm
- Proactively identifying site issues where they might represent security or safeguarding concerns and reporting or addressing as required.
- Being responsible for efficient checking and distribution of resources delivered to the school – including portage, contractors, use and alignment of furniture and equipment
- Meeting and attending to all contractors visiting or working on the school site in the absence of the Facilities Manager, including grounds maintenance
- Supporting the specialist equipment needed to allow every student access to their education including the operation of EVAC chairs ensuring DDA requirements are met
- Providing a point of contact for moving of deliveries, equipment and furniture to appropriate areas ensuring that passageways are clear and hazard free in accordance with Health & Safety requirements
- Undertaking set ups for lettings and external events. Working with other departments in the delivery of other school services – i.e. Catering, Network Team
- Assisting with heavy and high level cleaning and emergency cleaning as and when required including the clearing of bodily fluids.

Facility maintenance

- Maintaining the school and site to a high standard of appearance and operation which supports having pride and ownership within school. This will involve taking care of animal welfare whilst on rota in the farm
- Proactively maintaining and repairing the fabric and plant located within the school buildings and exteriors
- Carry out regular maintenance inspections and statutory testing including the completion of maintenance forms and records
- Undertaking the general checking of equipment including PAT testing, cleaning if necessary, emptying of bins, to ensure that a safe and tidy environment is maintained
- Reporting defects in buildings, furniture, fittings or equipment to the Facilities Manager.

Farm logistics

- Supporting with the day-to-day management of the Farm, including caring for animals and feeding according to agreed schedules
- Working with the Farm Manager to ensure a well-managed Farm site
- Supporting with the care for and harvesting of produce
- To support in the running of Farm related clubs.

Other duties

- Acting as a positive role model for students, supporting positive relationships between staff and students
- Demonstrating good practice with regard to attendance, appearance, punctuality, and behaviours in dealings with staff, students, contractors, visitors and all who use the school site
- Pay full regard to safety, hygiene and appropriate safeguards
- Driving the school minibus for journeys and outings in accordance with relevant training and legislation
- Complying with Health & Safety, Fire Regulations and other school and KCC policies
- Being aware of the responsibilities for safeguarding students in their learning environment
- Taking responsibility for own training and understanding in areas such as Working at Heights, Moving and Handling, and other relevant areas to ensure that Health & Safety procedures are met to avoid risk or harm to self or others
- To undertake any duties that the Headteacher may reasonably request.

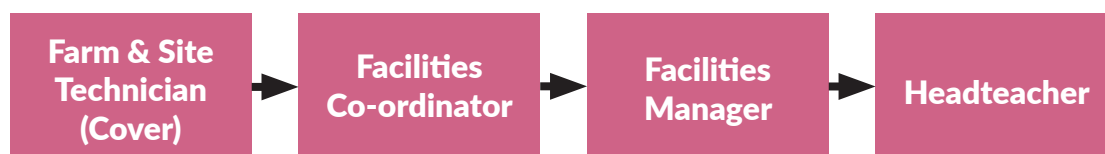
Note

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Knowledge, skills and personal qualities

| Essential | Desirable |
|---|--|
| A good working knowledge of DIY skills | Specific skills in areas such as painting, decorating, plumbing, electrics and plastering |
| An ability to communicate factual information politely and courteously with staff, external organisational representatives, contractors | Flexibility to adapt hours as required and through reasonable negotiation with the school |
| Use of a range of hand tools and machinery and cleaning equipment | A willingness to become involved in larger school development projects such as Farm building plans |
| Ability to follow work routines/instructions | |
| A clean driving license | |
| Willingness to further develop skills through training courses | |
| An ability to be flexible and use own initiative to solve problems | |
| A good role model for the school values | |
| A proactive approach to identifying ways in which the school facilities can be further improved. | |

Organisation



Signed (Postholder): _____

Dated: _____

Headteacher: _____

Dated: _____