

MAPLESDEN NOAKES SCHOOL

Job Description

Job title: Premises Maintenance Operative (Caretaker)

Salary Range: MNS Grade 6/7 – depending upon experience

Responsible to: Facilities Manager

Location: Maplesden Noakes School

Job purpose

- To ensure the security, care and availability of the school's buildings furniture, fittings and Equipment
- To ensure a satisfactory physical environment and to promote the efficient use of the school's assets to support its educational objective
- To undertake a planned maintenance programme including painting and general repairs, under direction of the Facilities Manager

Key responsibilities

- Responsible for ensuring the building and contents are secured
- Provision of access to the building (and grounds) to authorised persons at all reasonable times
- Maintaining a constant awareness of the physical condition of the buildings, furniture and equipment and taking appropriate steps to ensure maintenance and repairs where necessary and within the scope of a competent handy person
- Report to the Facilities Manager any repairs or maintenance work, which is beyond the competence of the schools Premises Team
- Report all unusual events including burglar alarm activations and fire alarm activations to the Facilities Manager

Duties

- Planning, with the Facilities Manager, routine security arrangements to prevent unauthorised access to the site and buildings and to minimise theft and vandalism
- Morning rota responsibilities include: Unlocking of gates, de-alarming building and entrance doors and checking as far as possible that the premises have not been disturbed. Ensuring the Premises is in a safe condition for staff, students and visitors to enter
- Evening rota responsibilities include: Walking around the premises, checking windows are closed, lights switched off and internal doors locked. Setting alarms, locking external doors and gates
- Requesting unauthorised users of the site to leave calling for the attendance of the police if necessary
- Porterage duties as required and particularly the setting out of furniture and other equipment for timetabled and other activities as instructed
- Preparing for Academy activities (both during and before/after the Academy Day), clearing and cleaning up after these activities, within the normal hours of work, including lettings and community use during these hours
- Laying out and stacking of chairs, desks, tables, etc. Movement of these within the school, including setting out furniture for examinations

- Taking delivery of stores, materials and other goods: storing and/or moving them within the schools as required
- Assist in monitoring the standards of cleanliness and condition of the building and reporting any problems to the Facilities Manager
- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and litter
- Draw the attention of Facilities Manager to problems of litter on grounds
- Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness of dustbin areas
- Clean, disinfect and treat all shower heads weekly to remove scale and avoid the build-up of Legionella
- Operation of the heating and lighting systems, monitoring usage and promoting energy conservation within the Academy
- Replacement of light bulbs, fluorescent tubes, etc
- To ensure that all perimeter lights are operating and report any malfunctions to the Facilities Manager
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety Act 1974 and the Fire Regulations.
- Report on condition of fire extinguishers to the Site Manager
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage
- Carrying out routine procedures and inspection of ancillary equipment, e.g., pumps, batteries, window blinds, etc
- Ensuring all equipment is in a safe, clean and working condition
- Ensuring that all drains and gullies are free-flowing and clean. Rod all drains on a regular basis.
- Ensure that salt and grit is effectively used to keep clear from frost and snow on all paths and passages on site
- Reporting any cracked and broken windows to the Facilities Manager
- Dealing with instructions received from the Facilities Manager or authorised representative in accordance with the school's regulations concerning the letting of the Academy premises and carrying out such duties as may be required
- Ability to undertake regular maintenance of the artificial pitch through regular brushing using the pitch maintenance tractor. Ability to drive machinery required
- Supervise out of hours lettings as required and maintain and update the lettings software accordingly as directed by the Facilities Manager
- Assist in the marketing of the lettings to fully maximise the school's facilities and income generation
- Maintaining the closest possible communications with the Facilities Manager and staff of the Academy, ensuring an up-to-date knowledge of the needs, which will arise in connection with, planned activities in the schools
- Accept training to facilitate the undertaking of duties
- Carrying out any other duties that are reasonably requested by the Facilities Manager or senior member of the Academies staff

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Maplesden Noakes School, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Signed :

Date :

PERSON SPECIFICATION

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	<ul style="list-style-type: none"> • Previous relevant experience • School experience desirable • Competent handyperson
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Wider awareness of the functioning of a school site. • Use of wide range of machinery/equipment e.g. tools used for general maintenance. • Sufficient knowledge of Health and Safety requirements of a school site and activities. • To organise others and own workload in order to achieve the job. • Ability to liaise and communicate regularly with the Facilities Manager keeping him up to date with site issues. • Ability to maintain accurate and timely records as required by the role e.g. site maintenance schedule, contractors' schedules, etc. • Ability to deal with everyday problems and to identify which problems should be referred to the Facilities Manager. • Ability to monitor job activities as required by the role. • Ability to understand information and advise and liaise with others accordingly. • Has written and numeric skills in order to complete more detailed records and reports. • Ability to influence, encourage, persuade and negotiate with others to achieve desired results • Ability to communicate using information technology as required for the role.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and expertise in minor maintenance and repair. • Knowledge of Health and Safety requirements of managing a school site and a willingness to obtain further Health and Safety qualifications. • Knowledge of how own job fits into the effective running of the school. • Knowledge of a range of other jobs in the area. • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling. - Safe use of machinery and/or equipment. - COSHH - First Aid and Hygiene Practice. - Lone working procedures and responsibilities.

	<ul style="list-style-type: none"> • Able to recognise and to deal with emergency situations. • Will need to undertake training to keep knowledge up to date.
<p>Training provided</p>	<ul style="list-style-type: none"> • Training will be provided on the use of Facilities Management software and lettings systems • Further Health and Safety training such as, Working at Height, Manual Handling, Water Hygiene and Fire Safety.