



Job Description – Live in Grounds & Maintenance Assistant

Purpose of job:

The postholder will maintain the school grounds to a high standard and will help to ensure the school complies with all current legislation relating to site safety and management. The post holder will promote and participate in achieving the most efficient and economic use of the school premises, facilities, and equipment.

Within this busy team, the postholder will need to promote a teamwork culture which encourages and supports hard work and success. This will include contributing to the vision and strategy for the school grounds and a commitment to achieving high standards.

Line Manager:

- Estates Manager

Responsible to:

- Deputy Estates Manager
- Director of Finance & Operations
- The Head
- The Deputy Heads
- The Governing Body

Other key relationships:

- Parents
- Pupils
- Colleagues
- The Health and Safety Lead
- Contractors

Hours:

Some evening and weekend cover will be required to meet the operational needs of the school and to support events and lettings. Part of the on-call duty rota as a primary key holder.



Key responsibilities:

Site Maintenance:

- To maintain the site in a good state of repair and appearance, ensuring the grounds, gardens, roads, footpaths, buildings and facilities including the swimming pool, meet high standards under the direction of the Estates Manager.
- The postholder will be expected to manage workloads which are both planned and reactive in an effective and cost-efficient manner to ensure the objective of value for money in the day-to-day running of the site.
- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works where appropriate
- Maintain the swimming pool, undertaking pool plant operators training if necessary
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies etc
- Assist with regular inspections of all drains/gullies for blockages remedying as necessary
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees
- Liaise with and help co-ordinate contractors, monitoring their performance and inspection of work carried out to ensure standards and services are met.

Fire, Security & Lockdown:

- Assist with regular fire drills and implement any relevant actions arising from them.
- Test fire alarm call points weekly and regularly check other fire equipment such as fire extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all check
- Ensure internal security procedures are adhered to, setting and disarming of alarm systems and access systems, reporting any breaches to the Estates Manager
- To monitor traffic onsite including adherence to school rules.
- Ensure effective lettings, including briefing clients on school closures and of change to evacuation and fire procedures.
- To carry out duties under the guidance of the Estates Manager to ensure that all systems are regularly maintained and tested, and appropriate records kept.
- Ensure the buildings are locked and unlocked at appropriate times (including opening and closing)
- Observe and monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity



Portering and cleaning:

- To help provide a portering and furniture moving service to ensure supplies are in place and school can operate smoothly.
- To help ensure the site is kept clean, tidy and attractive to minimise risks to the health and safety of those using the school site and to ensure activities of the school can take place in an environment suited to learning.
- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required
- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris and refuse bin compounds
- Carry out emergency cleaning as required
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with cleaning contractors to ensure effective replenishment

Communication and teamwork:

- To participate in all necessary duty rotas within and around the school, being present during the hours necessary to discharge effectively all professional duties.
- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school and to communicate with parents for advice, information and to promote learning
- To maintain an appropriate and professional standard of personal appearance and to have respect for the confidential nature of the post.

Training:

- Participate in in-house training as part of career development, in line with the school's needs.
- Support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- Ensure appropriate training requirements are maintained to enable effective performance in the role and provide certificates as necessary.



Health and Safety:

- Be aware of and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan. Log incidents/accidents in line with the school's Health and Safety policy and undertake remedial action as required.
- Have regard to the health and safety of all children, staff, parents and visitors to the school to ensure a safe environment for all children, staff and visitors.
- To safeguard and promote the welfare of all children.
- To always comply with the School's Health and Safety policy and to be responsible for their own safety. To keep appropriate records as required. To participate in the continuing development of robust, transparent health and safety systems and procedures.

Living Accommodation:

The post holder will be required to live on site. There is a one-bedroomed flat available of approximately 35sqm, which would suit one person living alone or a couple (but not suitable for families). This accommodation will be provided rent free as part of the remuneration package offered. There will be a requirement for a contribution towards utility bills, the applicant would need to arrange to pay their own council tax and internet connection bills. There is space to park one car behind locked gates next to the entrance to the flat. More information can be provided on request.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

