Purpose of the Job: To assist in the maintenance and security of the school premises and site, ensuring a safe working environment and to provide a safe, clean and attractive environment for pupils, staff and visitors.

Responsible to: Head of School

Grade: Kent Range 4

Hours/Week of work: 15 hrs per week (FTE 0.405), 52 weeks per year. Working hours 7am to 10 noon, Monday to Friday.

Key duties and responsibilities:

1. Ensure that buildings and site are secure including unlocking of buildings at pre-determined times 2. Undertake school perimeter checks for security, safety, damage and litter.

3. Manage routine Health & Safety checks – including risk assessments, fire safety, fire and security alarm, COSHH, water testing etc. ensuring the school is compliant with school and county policies and including statutory duties.

4. PAT Testing of all school equipment annually.

5. Oversee the provision of utility providers e.g. water and electricity – undertaking meter readings, monitoring consumption and liaising with providers regarding maintenance of services and any problems that may arise.

6. Assessing and monitoring work, managing a preventative maintenance calendar and recording and reporting the condition of the building and maintenance concerns as appropriate.

7. Maintain adequate supplies of cleaning materials.

8. Undertake general portage duties including moving furniture and equipment within school, working at height as and when required in line with H&S regulations.

9. Undertake minor repairs and maintenance of the buildings and site, working with Office Manager to identify a rolling programme of works to be completed.

10. Ensure safe temperature of water, maintenance of plumbing systems and statutory monitoring for Legionella.

11. Supervise maintenance contractors attending the site and assist with information to enable tasks are completed effectively.

12. Attend courses relevant to the role of caretaker and the benefit of the school

13. Act as a designated key holder, providing emergency access to the school site

14. Ensure all playground equipment is inspected in line with school & KCC policies.

15. Keep the school tidy and litter free, empty external bins and transfer to large skips.

16. Keep paths, entrances and access points free of snow and ice and ensure safe passage.

17. Arrange for emergency day to day repairs.

18. Set up furniture for assemblies and other events including setting up and putting away of school stage.

19. Responding if required to calls outside of normal working hours as a result of break-ins etc., and or the setting off of intruder alarms.

20. Keep records relating to maintenance and security including Legionella and Fire Checks

21. Periodic cleaning of designated areas of the school building and grounds according to instructions

22. Undertake lettings and carry out associated tasks, in line with local agreements

23. To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

24. To contribute to overall ethos, work and vision of the school

25. To evaluate and improve own practice and take responsibility for personal professional development.

26. Be committed to safeguarding and promoting the welfare of children and follow the safeguarding policy.

27. To undertake broadly similar duties as required by the Headteacher The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

Person Specification

Qualifications Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job Experience Previous relevant experience Skills and Abilities

• Responsible individual who takes pride in their work

• A practical approach to issues and challenges

• Experience of working within a school or similar environment – desirable

• Good Communication and organization skills

• A good understanding of plumbing, electrical and heating systems

• Ability to complete tasks without immediate supervision and able to work under pressure when needed

• Positive attitude

• Sensitive to matters of confidentiality

• Punctuality, a sound work ethic and a good attendance record

• Good / Basic ICT skills, Able to communicate using information technology as required for the job

• Training will be provided for Legionella, PAT Testing etc.,

• A flexible approach to work and a commitment to team work

• Use of a range of basic tools and machinery

• Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors.

• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate

• written and numeric skills in order to complete more detailed records and reports

• Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc. KNOWLEDGE

• Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.

• Understands and able to apply Health and Safety procedures relevant to the job such as: - Manual handling; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities Able to recognise and to deal with emergency situations

• Will need to undertake training to keep knowledge up to date