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| **Grade:** | **Kent Range 6** |
| **Responsible to:** | **School Business Manager** |

**Purpose of the Job:**

To assist the School Business Manager in ensuring the effective management, organisation and supervision of all matters relating to the security, maintenance and cleaning of the school, providing a safe environment for all users of the school and grounds.

**Key duties and responsibilities:**

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| 1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required  2. Act as a designated key holder, providing out of hours and emergency access to the school site  3. Procure quotes for routine maintenance work on school premises  4. Contribute to the management of the premises budget  5. Be responsible for the cleaning staff  6. Operate and regularly check systems such as heating, lighting and security  7. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site  8. Arrange emergency repairs  9. Arrange regular maintenance and safety checks  10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales  11. Monitor materials and stock and/order supplies  12. Undertake general portage duties, including moving furniture and equipment within the school  13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately  14. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.  15. This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. |