



JOB DESCRIPTION / PERSON SPECIFICATION

Purpose of the Role

To maintain a clean, attractive, safe, secure, welcoming inclusive site through a process of regular cleaning and routine or emergency maintenance of buildings, grounds, fixtures and fittings.

Main Duties and Responsibilities

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is therefore considered essential.

These include:

- Lock and unlock school premises at agreed times.
- Be responsible for the security and safety of school premises and their contents.
- Carry out regular maintenance and cleaning of school grounds to include but not limited to: paved areas, playgrounds, drains, edges and boundaries, buildings, windows, doors, borders and beds (i.e. by disinfecting drains, picking up litter, emptying litter bins and clearing grids).
- Be responsible for the use, maintenance and security of school, plant, machinery and equipment.
- Operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation to ensure cost effectiveness and use is made of such systems.
- Undertake planned and emergency maintenance including plumbing, carpentry, minor electrical work, painting and general building repair.
- Repair or make safe any faults or damage notified by cleaning staff.
- Build effective working relationships with contractors.
- Undertake regular health and safety checks of buildings, utilities, fixtures and fittings including scheduled PAT testing, firefighting and suppression equipment, alarms and other safety equipment in accordance with school schedules.
- Checks of the school minibuses to ensure they are safe and ready for use. To monitor and report on their condition and carry out or arrange repair, servicing and cleaning as necessary.
- Drive the school minibus as reasonably required/with reasonable notice/bookings undertaken.
- Monitor and report agreed levels of maintenance stock.
- Set up and clear away as required for school events.
- Undertake cleaning tasks that cannot be left for cleaning staff during your working hours.
- Undertake portage duties as required. Assist in the unloading of deliveries to the school and loading of deliveries from the school.
- Immediately clear, clean or repair any hazards to students and staff (i.e. trip hazards, spilt chemicals, bodily fluids).
- Set out and clear away seating, desks or items used for school activities and events.
- Be resourceful, applied within the general framework of recognised school procedures.
- Comply with the school's H&S policy by wearing personal protection equipment, provided by the school, when on site.
- Work constructively as part of a team with effective communications.
- Have knowledge and understanding of the school's roles and responsibilities and their own position within these.
- Align their holiday entitlement with school needs.
- Deal with all known or perceived health and safety issues immediately using school protocols and procedures.

	Essential	Desirable	Method of Assessment
Qualifications and Training	<p>English and Maths qualifications</p> <p>Good standard of English (written and spoken)</p>	<p>Painting & decorating</p> <p>General building work/repair</p> <p>D1 driving licence</p>	<p>Application Certificates</p>
Experience and Knowledge	<p>Basic competency in the use of computers, to research</p> <p>Experience in one or more of the following:</p> <ul style="list-style-type: none"> • Electrics • Plumbing • Carpentry • Painting & decorating • General building work/repair 	<p>Experience in caretaking or a related field</p> <p>Experience of working in an educational setting</p> <p>Experience in dealing with contractors</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Application process</p>
Skills, Abilities and Personal Qualities	<ul style="list-style-type: none"> • Excellent practical/DIY skills • Good organisation skills • Effective communicator • Proactive, self-motivated and hardworking • Observant • Use own initiative • Able to work supportively and collaboratively with others and work as part of an effective team • Good interpersonal skills • Flexible, willing to adapt and be responsive to change • Sense of humour • Honest with integrity • Work under pressure • High standards • Professional and courteous at all times • Cheerful/respectful disposition 	<p>Minibus driving</p> <p>Knowledge and awareness of basic health and safety regulations.</p> <p>Additional relevant and transferrable skills</p>	<p>Application form</p> <p>Interview</p> <p>References</p>