

**Trust Function: Estates**

Pay Scale: D5 to D6

Responsible to: Daily Tasks – School Leadership Team (SLT) & Director of Estates

Responsible for: Keeping the school building & grounds safe, secure, compliant, clean & tidy.

**Overview**

Ensure Trust Estates, comprising its grounds (where applicable) buildings & facilities are safe, secure, compliant, clean & tidy and maintained to a high standard at all times & that services remain flexible to meet the particular demands of the school & Trust.

The Trust has adopted a fully managed estates provision with management of cleaning (where applicable) caretaking, health & safety, lettings & capital expenditure managed centrally but responsive to the needs of Headteachers as they work to serve their pupils, staff & communities.

**Roles and Responsibilities****1. Personnel**

- 1.1 A capable team player who is organised, enthusiastic & proactive with the ability to complete tasks as requested, working alone using your initiative or as part of a team.
- 1.2 A positive attitude to offer solutions to initial discrepancies & effectively communicate them.
- 1.3 Flexibility is essential to your role to meet the needs of the business with variation required to include covering absence within the estates team to support out of hours' emergencies, ensuring damages, security and health & safety inconvenience is minimised.
- 1.4 Possess basic IT skills, to enable the reporting of maintenance issues & monitor & respond to emails & work tasks as assigned or requested.
- 1.5 Support cleaners (where applicable) with their daily duties, ensuring cleaning items are ordered & available & that relevant support is offered in the event of team absence.
- 1.6 Identify own training requirements & undertake that training as necessary to ensure it is up to date regarding competence with the fire alarm, testing call points, evacuation procedures & legionella flushing as applicable to the site.

**2. Grounds, Buildings and Facilities**

- 2.1 Take responsibility for keeping the school & grounds clean & tidy to a high standard including boiler rooms & storage spaces & supporting with deliveries as required.
- 2.2 Repair any minor faults with the building, grounds or equipment such as bulbs out, broken door handles or equipment failures within your capability. Report any major repair requirements to School SLT & ensure they are logged with the estates central management team.
- 2.3 Become familiar with & have a working knowledge of the automated building management systems, intruder alarms, fire panels, heating/ventilation, door access controls, & ensure these are working effectively.
- 2.4 Overall & daily duties to be directed by SLT & estates central management team, shift duties to include moving furniture, emptying bins, supporting school events, stocking up consumable items, painting & carrying out general repairs & assisting with grounds maintenance.
- 2.5 Arranging quotes & ensuring work is approved prior to commencing for materials & contractor repairs, the number of which will be in line with Trust policy & that repairs & quotes are logged with estates central management team.

- 2.6 Raising purchase orders for approved works on the finance portal & ensuring completed work is goods receipted to enable payment.
- 2.7 Driving & supporting the management of school vehicles as required, ensuring that maintenance checks are carried out, delivering them to the garage for routine services, arranging MOT's, repairs & making sure that vehicles are cleaned & topped up with fuel.

### **3. Compliance, Health & Safety**

- 3.1 Ensure effective risk management, for example in health & safety in accordance with the Health & Safety at Work Act 1974 & in the management of all staff, visitors, contractors & students.
- 3.2 Ensure the school & Trust meets its legal requirements for example but not exclusively legionella, asbestos, firefighting procedures & equipment, emergency lighting & LOLER & PUWER.
- 3.2 To be fully aware & comply with the Control of Substances Hazardous to Health Regulations (COSHH).
- 3.3 Responsibility for monitoring & maintaining school security, ensuring all points of entry & exit are monitored throughout school hours & opening & securing the whole school at the start & close of your shift by operating the intruder alarm as part of your key holder duties.
- 3.4 With health & safety management at the core of your role, you will have the ability to carry out general risk assessments & undertake minor & general repairs to the building & grounds whilst taking responsibility for ensuring equipment is maintained.
- 3.5 Undergo training to ensure business compliance needs are met including but not exclusively, evacuation procedures, asbestos, legionella, fixed wiring, PAT testing, swimming pool maintenance, manual handling, working at heights, emergency lighting, fire extinguishers & safeguarding.
- 3.6 Maintain & monitor site security keeping the site safe, secure & accessible for staff pupils & parents during the seasonal weather conditions, i.e. snow & check that relevant personnel checks are in place to guarantee the safety for those on site.
- 3.7 Liaising with & supporting external contractor visits, including grounds, maintenance, cleaning & catering by arranging day to day general repairs, service visits & call outs whilst ensuring CCR (Central Contractor record) compliance & maintenance of associated log books & records.
- 3.8 With support from school SLT, estates central management team & health & safety team ensure relevant health & safety documentation is in place prior to work commencing such as risk assessments & method statements (RAMS) & company insurances.
- 3.9 Ensure all staff, visitors, contractors & students attending the site are made aware of the site evacuation procedures & are provided with relevant health & safety documentation prior to commencing work for example signing into the site & checking the asbestos register.
- 3.10 Maintain the swimming pool (Where applicable) to ensure the water quality meets PWTAG standards, conduct regular (as necessary) chemical tests, check adjust chlorine levels & maintain accurate records to ensure equipment is clean & in good working order at all times & reporting any concerns to management immediately.

### **4. Grounds**

- 4.1 Support groundskeeper duties to include maintaining lawns, trees, shrubs, flowerbeds, trimming & cutting hedges & eliminating weed growth.
- 4.2 Arrange line markings ensuring they are present & marked out as required to meet the seasonal external sports needs of the school.
- 4.3 Responsible for the safe use, maintenance & storage of any in house grounds equipment, power/hand tools & chemicals whilst ensuring the correct use of PPE (Personal Protective Equipment) in accordance with the Trust Health & Safety Policy.

### **Miscellaneous**

- This job description is not an exhaustive list of responsibilities and does not cover all individual tasks associated with the role, or tasks, which could be reasonably expected by the Trust to be undertaken in relation to the post holder's responsibilities.
- It is a requirement of the post holder to make positive efforts to maintain their personal safety & that of others by taking reasonable care, carrying out requirements of the law & following recognised

codes of practice. The post holder is also required to be aware of & comply with policies on health & safety.

- This job description can be altered, with the agreement of the post holder & will be reviewed on an annual basis.
- Standard hours: 23.45 hours per week, 52 weeks - Monday to Friday 1.30pm to 6.15pm. Flexibility is essential to cover team absence.

## Person specification & assessment approach

| Requirements                                                                                                                                                                              | Essential | Desirable | Assessed                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------------------------|
| <b>Qualifications</b>                                                                                                                                                                     |           |           |                          |
| GCSEs Grade C/4 above in English & Maths                                                                                                                                                  |           | X         | Application              |
| IOSH Managing Safely or equivalent                                                                                                                                                        |           | X         |                          |
| <b>Experience</b>                                                                                                                                                                         |           |           |                          |
| Working within a caretaker or maintenance role                                                                                                                                            |           | X         | Interview                |
| Working knowledge & credited competence of Health & Safety & compliance including COSHH, manual handling, working at height, ladder training, Legionella, asbestos awareness & PWTAG etc. | X         |           | Interview                |
| Strong administration skills and the ability to ensure accurate record keeping & data entry                                                                                               | X         |           |                          |
| <b>Knowledge &amp; Skills</b>                                                                                                                                                             |           |           |                          |
| Ability to build, develop & maintain positive working relationships with colleagues & external contacts                                                                                   | X         |           | Interview/<br>Assessment |
| Ability to work flexibly to support absence & meet deadlines                                                                                                                              | X         |           | Assessment               |
| Ability to organise, prioritise & manage own workload                                                                                                                                     | X         |           | Interview                |
| Good verbal, written & problem solving skills                                                                                                                                             | X         |           | Assessment               |
| Good general IT skills and confident in the use of Microsoft Excel, Word, & google sheets, docs & Gmail.                                                                                  | X         |           | Assessment               |
| Full Clean UK driving licence                                                                                                                                                             |           | X         | Interview                |
| <b>Personal Attributes &amp; Others</b>                                                                                                                                                   |           |           |                          |
| Committed to own & supporting others continuing professional development                                                                                                                  | X         |           | Interview                |
| Good interpersonal skills & able to maintain confidentiality, acting in a professional manner at all times.                                                                               | X         |           | Interview                |

Signature:

Print Name:

Date: