

The Westgate School
Job Description – Premises & Maintenance Operative
Scale: NJC Level 4 (Pt 8-12)

Responsible to:	Premises & Maintenance Leader
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Main purpose of the job

To support the Premises & Maintenance Leader by managing (non-compliance) premises operational and maintenance matters on a daily basis.

Principal Duties and Responsibilities

1. The provision of effective and efficient operation and maintenance of the school site for users of the premises, grounds and equipment.

Key Tasks

- Monitoring the maintenance support log, liaising with staff regarding their requirements
 - Minor repairs to doors, locks, windows, flooring and other equipment
 - Minor plumbing and electrical repairs
 - Painting and decorating as required
 - Monitoring the maintenance support log, liaising with staff regarding any requirements
 - Replacing lamps and fluorescent tubes
 - Unblocking drains
 - Fixing and mounting wall items, such as noticeboards, photographs, etc.
 - Construction and implementation of new furniture
 - Regularly check and clear drains, gulleys and gutters regularly to ensure that rainwater and foul water flow's away without overflowing
 - As part of the school's maintenance team, you will maintain a close eye on the condition of the building, and report all defects to the fabric of the building
 - To ensure the security of the premises and its contents
 - Attend training and meetings as necessary to enable efficient performance within the role.
 - Carry out any other duties as directed by either the P&M Leader or Headteacher commensurate with the grade of the post.
- Ensure that the health and safety of all students and staff is promoted consistently and maintained to a high standard at all times in accordance with the school's relevant policies and procedures including but not limited to Race Equality and Equal Opportunity policies.
- Attend training and meetings as necessary to remain fully informed about developments in relation to Keeping Children Safe in Education.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or

organisation.
Data Protection
During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984/GDPR.
Safeguarding Children
<p>In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.</p>
Freedom of Information
The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
No Smoking / Intoxicants Policy
No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.