

Commitment to others, Commitment to learning.

*Chronicles 28:20 Be strong and courageous, and do the work.
Do not be afraid or discouraged, for God is with you.*

Job Description

Job Title:	Estates Maintenance Officer
Date last reviewed:	16/09/2025
Grade of post:	Grade 6 Point 8-13 - £25,992 - £28,163
Hours	37 Hours
Location:	The Oxford Academy
Line Manager:	Estates Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

We are seeking a dedicated and proactive school Estates Maintenance Officer to ensure the schools buildings and grounds are well-maintained. The successful candidate will be responsible for the maintenance and care of the School to create and ensure a pleasant working environment for pupils, staff and visitors.

Main Responsibilities:

Maintenance and Repairs:

- Conduct regular and scheduled site inspections (daily, weekly, and monthly) across buildings, fixtures, fittings, furniture, premises, and grounds to proactively identify, accurately record, and address all necessary minor works and repairs essential for maintaining safe conditions
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and in a safe condition (including gritting or salted when required during wintry conditions).

- Refill and replace consumables e.g. soap & towels, including monitoring stocks of supplies.
- Organise and carry out minor works and redecoration as agreed with the School Business Manager.
- Oversee the effective operation and maintenance of heating, ventilation, and electrical systems, demonstrating expert understanding of their functions
- Perform specialised cleaning tasks, including the safe removal of hazardous waste i.e. sickness in classrooms or corridors, animal feces, old paint tins, old chemicals, cleaning chemicals etc.
- To order materials and equipment and to provide a stock of common items for repair and maintenance, placing orders in line with the Schools' financial procedures.
- Oversee and manage the maintenance of all school plant equipment ensuring adherence to specified standards (working with the H&S Officer) and the timely execution of remedial works
- Respond promptly and effectively to emergencies such as fire, flood, break-ins, accidents, or major damage, implementing appropriate procedures to safeguard the premises and the school community, working with the H&S Officers to ensure that the premises, pupils, staff and visitors are kept safe.
- Work with the Site Team to ensure that the external sports surfaces are properly maintained and kept free of debris, operating grounds maintenance equipment as required.
- Work with external contractors as necessary to ensure that works are completed to the required standards and specifications and that works are carried out in a safe and timely manner
- Operate and respond to Fire and Intruder alarm systems as required.
- Liaise effectively with both internal departments and external contractors.
- Undertake emergency cleaning duties which may occur during the academy day e.g. clearing up 'hazardous substances' such as spilt chemicals, broken glass, vomit, blood etc
- Inspect the Academy minibuses and other academy vehicles to ensure that they are roadworthy and in a condition that is safe for the transport of staff and students, ensuring that they meet statutory requirements. Routine checks should be completed (oil, fluids etc), any other defects should be reported and arranged through a suitably qualified garage.

Building Management

- Manage the operation and maintenance of critical building systems, encompassing heating, plant rooms, electrical safety, fire safety, water management, ventilation, This includes systematically maintaining comprehensive records to ensure compliance and operational efficiency.
- Work to reduce energy consumption and promote environmental sustainability
- Provide emergency access to the school site if appropriate
- Coordinate deliveries to the school including portering duties e.g. delivering mail, moving furniture and equipment

- Assist the Headteacher and Operations Manager in the management, administration and operation of school lettings
- Lock/unlock school buildings and areas, this includes undertaking regular site security checks and identify and reporting security risks or issues
- Operate the schools CCTV system and provide information as required to the Schools Leadership Team.
- Emergency Call Outs; The call out system involves attending site out of normal working hours in accordance with established call out procedures and practices, to make safe and restore Academy services. This is operated on a rota system, and the Maintenance Officer will be required to attend the Academy as necessary and will receive an agreed overtime rate.

Health & Safety Compliance: Work with the H&S Officers of the School and Trust to actively ensure that all statutory H&S compliance checks, tests and procedures are adhered to, and systems and documentation promptly updated.

Health and Safety Promotion: Actively promote and ensure the health and safety of pupils, staff, and visitors at all times;

- being alert to of health and safety issues across the school site and grounds
- Take appropriate responsibility for your own health, safety, and welfare, as well as the health and safety of pupils, visitors, and colleagues, in line with legislation and adopted policies. This includes raising any concerns with an appropriate manager.

Equipment Maintenance: Ensure specialist equipment (eg sports and playground equipment or lifting equipment) is maintained in accordance with specified standards

Risk Assessments: Contribute to making sure all potential hazards are identified and reported

Document Management:

- Be responsible for maintaining records, information and data
- Create and maintain comprehensive knowledge of the premises' water and gas circuits and control valves to effectively direct engineers for maintenance or to operate systems during emergencies
- Work with the H&S Officer to keep an inventory and manage the storage of maintenance equipment and all school assets

General responsibilities as part of the Trust

- Consistently follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- To support teaching and learning by providing high quality support as part of a committed and flexible team;

- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Oxford Academy School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification for Maintenance Officer

	Essential	Desirable
Qualification & Experience	• Education - GCSE (or equivalent) in English and Mathematics at a Grade 4/C or above • Proven significant experience in a site management, premises management, or senior caretaking role, ideally within a school or similar large public building environment. • Experience in maintaining accurate and systematic records for maintenance, health and safety, and compliance. • Knowledge of Health & Safety procedures and precautions. • Willingness to undertake training	• NVQ level 2 or 3 in Facilities Management, property caretaking or a recognised trade qualification • Full Clean Driving Licence • Mini Bus Licence • Demonstrable hands-on experience in general maintenance and minor repairs across a variety of trades (e.g., plumbing, carpentry, decorating, basic electrical work). • Experience in procuring, supervising, and monitoring the performance of external contractors and service providers.
Knowledge & Skills	• Ability to conduct comprehensive site inspections, identify hazards, and accurately record repair and maintenance requirements. • Strong practical skills across a wide range of maintenance tasks, demonstrating the ability to carry out minor works and repairs to a high standard. • Excellent verbal and written communication skills, with the ability to liaise effectively with pupils, staff, parents, contractors, and Trust leadership. • Exceptional organisational and time management skills, with the ability to plan, prioritise, and manage a diverse and demanding workload effectively. • Strong problem-solving abilities, capable of responding calmly and effectively to unforeseen issues and emergencies.	• Working knowledge of relevant policies/codes of practice/legislation

	• A proactive and self-motivated approach, demonstrating the ability to work independently, take initiative, and identify and resolve issues before they escalate. • A clear understanding of and unwavering commitment to safeguarding and promoting the welfare of children and young people. • Commitment to continuous professional development, including the effective utilisation of ICT and specialist equipment/resources • Ability to self-evaluate learning needs and actively seek learning opportunities	
Other	• Good sense of humour • Willingness and ability to act as a key holder and respond to out-of-hours emergencies as required	