

The Westgate School

Job Description – Premises & Maintenance Team Leader

Scale: NJC Level 5 (Pt 13-23)

Responsible to: Site Compliance Manager

Main purpose of the job

To support the Site Compliance Manager 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

1. To **line manage** premises, maintenance staff and caretaking staff including the cleaning supervisor.
 2. To be the point of contact for supporting staff needs through the management of the **ticket-booking system**.
 3. To lead and coordinate the **opening and lock-up** of the site as and when necessary.
 4. To liaise with the Contractor for the **School's lettings programme**, to ensure that the needs of the hirers and the school are consistently met.
 5. To organise and manage a programme of routine maintenance and re-decoration through the **remedial work register**
 6. To ensure that all **teaching areas** are in good order and furnished to minimum requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings.
 7. To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current **legislation and good environmental practice**.
 8. Along with the Site Compliance Manager, act as an **emergency out-of-hours contact** with key holder responsibilities and organise call out rota amongst the site team to meet the schools needs or engage trade skills/contractors when necessary.
 9. To contact and liaise with **police and alarm company** in the event of any unauthorised entry/security risk.
 10. To maintain an accurate and complete **record of all security-related incidents**.
 11. Alongside SLT, to be responsible for the **overall security and fire arrangements** of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that periodic reviews of site security are conducted and that appropriate progress action is followed through.
 12. Management of the **key register**, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.
 13. To ensure the efficient receipt, storage and distribution of incoming goods and **deliveries**
 14. To be responsible for the condition of the **site's fences and gateways** and to take action to repair, maintain and improve the perimeters.
- Attend training and meetings as necessary to enable efficient performance within the role.
 - Carry out any other duties as directed by either the Site Compliance Manager 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
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. 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.
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.